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Section I

R-

FUNCTIONAL DESCRIPTION OF ACTIVITIES

OF THE *Various state agencies*

GOVERNOR'S OFFICE  
DEPARTMENT OF AGRICULTURE  
DEPARTMENT OF BANKING

COMPILED FOR THE

REORGANIZATION AND CLASSIFICATION COMMITTEE

PENNSYLVANIA ECONOMY LEAGUE, INC.  
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HARRISBURG  
PENNSYLVANIA

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As a basis for studying in detail the functions of state government, the Reorganization and Classification Committee obtained from each department, board, or commission a complete factual statement of:

- (a) Each specific job or activity performed by the agency
- (b) The purpose served by each job or activity
- (c) The federal or state law, agency regulation, executive order or policy requiring the performance of the job or activity, which are abbreviated as follows:

"F"--Required by federal statutes or regulation  
(Show statute, article, section, etc.)

"R"--Required by department, board or commission  
regulation (Show regulation number or date)

"O"--Not required by any of the foregoing but carried  
on as a matter of policy or practice

"S"--Required by state law (Show pamphlet law number  
with articles, section, etc.)

"E"--Required by Executive Board or Governor's Office  
(Show date of order)

- (d) The number of persons required on a full or part time  
basis to perform each job or activity

Since this was the first inventory of its kind in the history of the state government, the Committee has compiled the information for reference and use into the following sections:





Section I Governor's Office  
Department of Agriculture  
Department of Banking

Section II Civil Service Commission  
Department of Commerce  
Pennsylvania Post War Planning Commission  
Board of Fish Commissioners  
Department of Forest and Waters

Section III Pennsylvania Game Commission  
Department of Health

Section IV Department of Highways

Section V Insurance Department  
Department of Justice  
Department of Labor and Industry  
Department of Military Affairs  
Milk Control Commission  
Department of Mines  
Pennsylvania Board of Parole  
Pennsylvania Historical and Museum Commission

Section VI Pennsylvania Liquor Control Board

Section VII Pennsylvania Public Utility Commission  
Pennsylvania State Police  
Department of Property and Supplies  
Department of Public Instruction

Section VIII Department of Public Assistance

Section IX Department of Revenue  
Department of State

Section X Department of Welfare





ACTIVITY PERFORMED No. 1.

Secretarial Service.

PURPOSE

Provide secretarial service to the Governor, including Secretary to the Governor, who is in charge of Administrative, Budget and Personnel Bureaus of the Governor's Office, and Assistant Secretaries to the Governor.

REFERENCE

E

PERSONNEL

3 (F)

ACTIVITY PERFORMED No. 2

Administration of office work.

PURPOSE

Maintain control and check over all routine activities of the Governor's office, including supervision of office personnel.

REFERENCE

E

PERSONNEL

2 (F)

ACTIVITY PERFORMED No. 3

Accounting, Budgeting and related activities of the Governor's Office.





PURPOSE

Maintain accounting. Keep records relating to administrative, Budget and Governor's Office, including payrolls, payment of all and keeping record of office supplies. During session of General Assembly, maintain record of legislative bills in hand.

REFERENCE

PERSONNEL

2 (F)

ACTIVITY PERFORMED No. 4

Commissions issued by the Governor.

PURPOSE

Prepare orders and perform related duties regarding commissions issued by the Governor, including Department Heads, members of State Boards and Commissions, Notaries Public, Municipal Policemen, Judges and County Officers, Justices of the Peace and Aldermen; maintain record of commissions issued to department heads and members of State boards and commissions, for convenience of Governor when making appointments.

REFERENCE

E

PERSONNEL

3 (F)

ACTIVITY PERFORMED No. 5

Receive visitors and maintain record of same.

PURPOSE

Receive visitors of the Governor's Office and maintain record of same.

REFERENCE

E

PERSONNEL

1 ( F)



ACTIVITY PERFORMED No. 6

Stenographic and related activities.

PURPOSE

Maintain stenographic, typing and mimeograph service for all activities of the Governor's Office and Executive Council.

REFERENCE

E

PERSONNEL

10 (F)

ACTIVITY PERFORMED No. 7

Operation of Telephone Switchboard.

PURPOSE

Operate telephone switchboard, receiving local and long distance calls, and keep record of same.

REFERENCE

E

PERSONNEL

1 (F)

ACTIVITY PERFORMED No. 8

Filing and related activities.

PURPOSE

Maintain Governor's files of correspondence, cards, records and reports, and furnish information to the office personnel as requested.

REFERENCE

E

PERSONNEL

3 (F)





ACTIVITY PERFORMED BY

Mail and Messenger Service

PURPOSE

Maintain mail and messenger service for the office, including receipt and distribution of incoming and outgoing mail.

REFERENCE

E

PERSONNEL

1 (F)





ACTIVITY PERFORMED No. 1

Preparation of biennial budget.

PURPOSE

Legislative guide in passing appropriation bills.

REFERENCE

S Adm. Code 601

PERSONNEL

15 PT

ACTIVITY PERFORMED No. 2

Preparation of annual list of employees.

PURPOSE

To bring personnel records into agreement.

REFERENCE

S Adm. Code 603

PERSONNEL

3 PT

ACTIVITY PERFORMED No. 3

Approval of periodic appropriation budgets.

PURPOSE

Fiscal control.

REFERENCE

S Adm. Code 604

PERSONNEL

3 PT



ACTIVITY PERFORMED No. 4

Recording and analysis of receipts and expenditure information.

PURPOSE

Fiscal control.

REFERENCE

0

PERSONNEL

4 F

ACTIVITY PERFORMED No. 5

Maintenance of tabulating card record of employees.

PURPOSE

Preparation of annual lists and budgetary control.

REFERENCE

S Adm. Code 603

PERSONNEL

2 F  
1 PT

ACTIVITY PERFORMED No. 6

Maintenance of position record.

PURPOSE

Personnel control related to budgetary control.

REFERENCE

0

PERSONNEL

1 F





ACTIVITY PERFORMED No. 7

Approval of personnel

PURPOSE

Budgetary control.

REFERENCE

S Adm. Code 604

PERSONNEL

2 PT

ACTIVITY PERFORMED No. 8

Approval of forms for printing

PURPOSE

General economy and efficiency.

REFERENCE

S Adm. Code 701 (d)

PERSONNEL

2 PT

ACTIVITY PERFORMED No. 9

Approval of investments.

PURPOSE

Administrative control.

REFERENCE

S Adm. Code 701 (f)

PERSONNEL

2 PT



ACTIVITY PERFORMED No. 10

Miscellaneous reports and statements.

PURPOSE

Fiscal control, budgetary control, public information.

REFERENCE

PERSONNEL

3 PT

ACTIVITY PERFORMED No. 11

Miscellaneous administrative studies and duties affecting all departments or involving special problems.

PURPOSE

Administrative Control.

REFERENCE

0

PERSONNEL

3 PT

ACTIVITY PERFORMED No. 12

Carry and dispatch mail, store unused files, maintain stock room.

PURPOSE

Needs of the bureau.

REFERENCE

0

PERSONNEL

1 F





CITY PERFORMED No. 13

Prepare, circulate and index Executive Board minutes.

DE

Administrative control.

PRICE

S. Adm. Code 709

PERSONNEL

4 FT



GOVERNOR'S OFFICE

PERSONNEL BUREAU

ACTIVITY PERFORMED No. 1

Secretarial Service.

PURPOSE

Provide secretarial staff, including Personnel Secretary who directs activities of Personnel Bureau, including interviewing and employment of all Personnel for the Departments under the Governor's jurisdiction, and one Assistant Personnel Secretary.

REFERENCE

E

PERSONNEL

2 (F)

ACTIVITY PERFORMED No. 2

Administration of Office work.

PURPOSE

Maintain control of all routine activities related to Personnel, including Supervision of Personnel records.

REFERENCE

E

PERSONNEL

1 (F)





ACTIVITY PERFORMED No. 3

Stenographic and related activities

PURPOSE

Maintain Stenographic and Typing services for all activities of Personnel Bureau.

REFERENCE

E

PERSONNEL

3 (F)

ACTIVITY PERFORMED No. 4

Filing and related activities.

PURPOSE

Maintain Personnel files of correspondence, cards, records, relating to Personnel.

REFERENCE

E

PERSONNEL

5 (F)

ACTIVITY PERFORMED No. 5

Receive visitors and maintain record of same; Operate telephones.

PURPOSE

Receive visitors of Personnel Office, and maintain records; Operate telephone, receiving local and long distance calls for the Personnel Secretary.

REFERENCE

E

PERSONNEL

1 (F)



ACTIVITY PERFORMANCE No. 6

Messenger and Mail service.

DESE

Maintain Mail and Messenger service for the office, including re-distribution of all Mail improperly addressed for entire State Departments.

DECE

E

PERSONNEL

1 (F)



ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Plan and direct all ~~departmental~~ ~~business~~ ~~affairs~~.

PURPOSE

To have uniform policy and coordinate the work.

REFERENCE

(S) April 9, 1929, P. L. 177 as amended, Section 201.

ACTIVITY PERFORMED NO. 2

Secretary and Deputy Secretary of Agriculture serve as Chairman and Executive Secretary of the State Soil Conservation Board (Sec C).

PURPOSE

To conduct and manage exhibits of all agricultural, industrial and artistic products, including exhibits of all classes of farm products, etc., as will best advance the interests of agriculture and other industries of the Commonwealth.

REFERENCE

(S) Act of June 7, 1923, P. L. 498, Section 1709 - as amended.

ACTIVITY PERFORMED NO. 3

Secretary and Deputy Secretary serve as Chairman and Executive Secretary of the State Soil Conservation Board (Sec C).

PURPOSE

To carry out the provisions of the law in the formation and conduct of Soil Conservation Districts.

REFERENCE

(S) Act 557, July 2, 1937 as amended

ACTIVITY PERFORMED NO. 4

Receive, open, sort, and distribute general departmental mail.





PURPOSE

To facilitate correct handling and proper distribution.

ACTIVITY PERFORMED NO. 5

Answer mail concerning general policies of the Pennsylvania State Farm Products Show and Soil Conservation, as well as letters referred to the department from other administrative branches of the Commonwealth.

PURPOSE

To inform the public and to reply to those interested in special things concerning agricultural conservation problems, also, to assist other branches of government in answering letters concerning agriculture.

ACTIVITY PERFORMED NO. 6

Prepare answers and forward material to persons interested in various agricultural activities and industries relating to agriculture, including all food products.

PURPOSE

To inform those interested in agriculture and food problems.

ACTIVITY PERFORMED NO. 7

Handle all correspondence relating to State automotive equipment.

PURPOSE

To give proper directions as to use and repairs.

ACTIVITY PERFORMED NO. 8

Assign all automobiles and approve requests for use of State automobiles.

PURPOSE

To maintain control for economical use.

ACTIVITY PERFORMED NO. 9

Allocate and approve gasoline rationing for automobiles, departmental and personal cars in club transportation plan.

PURPOSE

To secure gasoline and tires for operation of cars and trucks.



ACTIVITY PERFORMED NO. 10

Maintain 3 x 5 statistical card record of record.

PURPOSE

To properly certify necessary papers.

ACTIVITY PERFORMED NO. 11

Maintain complete 3 x 5 statistical card and Kardex file records of automobile assignments and authorizations.

PURPOSE

To make possible proper assignments and record of repairs.

ACTIVITY PERFORMED NO. 12

Approve all departmental printing requests including mimeograph material.

PURPOSE

For central control and economy.

ACTIVITY PERFORMED NO. 13

Review and approve for release, all newspaper stories, general publicity, and information releases.

PURPOSE

To insure proper administrative policy.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 14

Handle all departmental personnel, including permanent and per diem employees:

Review application submitted by Personnel Bureau

Write letters requesting prospective employee to come for interview.

If qualified, assign to proper position and Bureau, advising Bureau Head by memo of assignment.

Prepare Per Diem Request forms if person is employed prior to approval of permanent appointment.





Prepare incident reports and submit for Governor's approval.  
If permanent appointment is indicated.  
Prepare notification of permanent appointment and  
send copies to Comptroller and Bureau Head.  
Prepare change sheet.  
Prepare personnel record sheets for ready reference for Sec-  
retary, Deputy Secretary and Executive Office.  
Prepare Kardex 5 x 8 employment record card.  
Prepare 3 x 5 employment record card for county file.  
Prepare 5 x 6 Leave of Absence record card.  
Prepare recommendations for Governor's approval, for promotions,  
salary increases, reclassifications and involuntary with-  
drawals.  
Maintain record of approved changes on all personnel record card.  
Prepare change sheets covering all approved changes.

PURPOSE

To employ qualified and efficient personnel to perform activities de-  
legated to the Department of Agriculture and for the maintenance of official  
records pertaining to appointments, salary increases, promotions, reclassifi-  
cations, withdrawals, etc..

REFERENCE

(E)  
(C)

ACTIVITY PERFORMED NO. 15

Prepare annual list of departmental employees.

PURPOSE

For checking purposes in all departments handling personnel.

REFERENCE

(E) (date varies)

ACTIVITY PERFORMED NO. 16

Conduct surveys and prepare reports covering departmental employees  
as required.

PURPOSE

For the information of Governor's Office, Personnel Bureau, Reclassifi-  
cation Committee, etc..



ACTIVITY PERFORMED

Maintain record of Executive Office leaves of absence.

PURPOSE

To maintain record of employees' leaves of absence for reference in considering future requests for leave.

ACTIVITY PERFORMED NO. 18

Act as liaison between various departments and representatives of all types of farm groups, food manufacturers, distributors, etc..

PURPOSE

To assist in the development of agriculture and to work out proper relationship with various industries.

ACTIVITY PERFORMED NO. 19

Make speeches throughout the Commonwealth on various kinds of agricultural activities.

PURPOSE

To inform the public on departmental work.

ACTIVITY PERFORMED NO. 20

Act as intermediary between farmers and Federal agencies.

PURPOSE

To get problems before proper Federal officials due to inability of farmers to do so.

ACTIVITY PERFORMED NO. 21

Review applications of persons recommended by Personnel Bureau for per diem employment on seasonal work, Farm Show, etc..

PURPOSE

To determine qualifications for work to be performed.

ACTIVITY PERFORMED NO. 22

Notify Bureau Head by memo, authorizing employment of person on per diem or hourly basis.



PURPOSE

For proper authorization for employment.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 23

Prepare and renew at expiration Per Diem Requests covering per diem and hourly employees.

PURPOSE

To secure Governor's approval for employment of necessary personnel.

REFERENCE

(E)

ACTIVITY PERFORMED NO. 24

Maintain files pertaining to all personnel, permanent and temporary.

PURPOSE

For ready reference.

REFERENCE

(O)

PERSONNEL

(F) - 4





EXECUTIVE BUREAU

ACCOUNTING

ACTIVITY PERFORMED NO. 1

Plan and direct all fiscal and accounting activities.

PURPOSE

To control all fiscal matters.

ACTIVITY PERFORMED NO. 2

Audit invoices and prepare for direct requisitioning all departmental fees, printing supplies, stationery and other supplies and materials, food and storage, traveling expenses, automobile repairs and accessories, freight and express, postage, telephone and telegraph, light, heat, power, water, newspaper advertising, contracted repairs, rentals, automobile insurance, compensation insurance, bonds, towel and drinking water service, equipment and animal indemnities.

PURPOSE

To control accounts of department.

ACTIVITY PERFORMED NO. 3

Prepare all departmental and agency salary payrolls.

PURPOSE

To compensate employees for services rendered.

ACTIVITY PERFORMED NO. 4

Audit all departmental agency wage rolls.

PURPOSE

To determine accuracy of employees' compensation.

REFERENCE

(S) Act of April 3, 1929, P. L. 177 as amended.

ACTIVITY PERFORMED NO. 5

Receive and transmit all monies for licenses, fees, indemnities, fines collected, sale of surplus and miscellaneous revenue.



PURPOSE

To transmit monies to Department of Revenue for deposit in the Commonwealth's depositories.

REFERENCE

(S) Act No. 175, Section 1210 (Fiscal Code).

ACTIVITY PERFORMED NO. 6

Tabulate and submit to Department of Labor and Industry, industrial accident reports.

PURPOSE

Employees' insurance coverage.

REFERENCE

(S) Act of April 9, 1929, P. L. 177 as amended.

ACTIVITY PERFORMED NO. 7

Record and submit all automobile accident reports to Department of Property and Supplies.

PURPOSE

Automobile insurance coverage.

REFERENCE

(S) Act of April 9, 1929, P. L. 177, as amended, Section 709.

ACTIVITY PERFORMED NO. 8

Submit retirement forms and data on employees to Retirement Board.

PURPOSE

To determine employees' retirement deductions.

REFERENCE

(S) Act of June 27, 1927, P. L. 858 as amended.

ACTIVITY PERFORMED NO. 9

Compile personnel fiscal data of salaried employees.

PURPOSE

Maintain record of salary changes and annual retirement contributions.



DELETED  
(0)

ACTIVITY PERFORMED NO. 10

Maintain ledger control of departmental postage.

PURPOSE

For proper accounting of postage used.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 11

Audit and prepare direct requisitions for state-aid to State Fair Associations.

PURPOSE

For proper distribution of the appropriation for fairs.

REFERENCE

(S) 44-112-100-100-100-100

ACTIVITY PERFORMED NO. 12

Prepare biennial statement of expenditures.

PURPOSE

For budget purposes.

ACTIVITY PERFORMED NO. 13

Prepare annual and biennial estimates of revenue and receipts.

PURPOSE

For budget purposes.

ACTIVITY PERFORMED NO. 14

Compile monthly report of automobile expenditures.

PURPOSE

To determine automobile operation costs.



ACTIVITY PERFORMED NO. 15

Prepare all departmental and agency printing requests.

PURPOSE

For departmental activities.

ACTIVITY PERFORMED NO. 16

Record all functional and agency purchase requests.

PURPOSE

For record of departmental purchases.

REFERENCE

(E) Act of April 7, 1929, c. 1, § 17, 1929, c. 1, § 17.

ACTIVITY PERFORMED NO. 17

Maintain record of monthly commitments and report monthly adjustment commitments.

PURPOSE

For budget purposes.

ACTIVITY PERFORMED NO. 18

Maintain perpetual inventory record of storeroom items and maintain inventory control of printing, stationery supplies and other materials and supplies.

PURPOSE

To control stock items.

ACTIVITY PERFORMED NO. 19

Maintain inventory control record of departmental and agency equipment.

PURPOSE

To keep accurate record of Commonwealth's furniture and other equipment.

ACTIVITY PERFORMED NO. 20

Maintain ledger of all functional and agency expenditures, receipts and income.





PURPOSE

For proper accounting of funds.

ACTIVITY PERFORMED NO. 21

Prepare monthly expenditures reports.

PURPOSE

For Budget Office information.

ACTIVITY PERFORMED NO. 22

Maintain record of accounts receivable and follow-up past-due accounts.

PURPOSE

For proper accounting of funds.

ACTIVITY PERFORMED NO. 23

Maintain card index system of employees' withholding tax.

PURPOSE

To compute and record proper tax deductions.

ACTIVITY PERFORMED NO. 24

Maintain card index system of work records covering per diem employees.

PURPOSE

For reference concerning other than salaried employees, for use in auditing wage rolls.

ACTIVITY PERFORMED NO. 25

Prepare report of per diem employees by classification.

PURPOSE

For information of Budget Office.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 26

Compute Workmen's Compensation Insurance covering departmental and agency employees.



PURPOSE

For insurance protection.

REFERENCE

(S) Act 281, June 2, 1915, P. L. 736 as amended.

ACTIVITY PERFORMED NO. 27

Schedule and report all serviceable property as well as useless records.

PURPOSE

For inventory purposes.

REFERENCE

Act of April 9, 1929, P. L. 177, Sections 510 and 524.

ACTIVITY PERFORMED NO. 28

Prepare semi-annual budget adjustments.

PURPOSE

For information of Budget Office.

REFERENCE

(S) Act of April 9, 1929, P. L. 177, Section 604

ACTIVITY PERFORMED NO. 29

Audit mileage reports and check against oil, gasoline and repairs

PURPOSE

To determine use of automobile equipment.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 30

Maintain record of all leases and prepare monthly report.

PURPOSE

To comply with requirement of Department of Property and Supplies.

REFERENCE

(O) Act of April 9, 1929, P. L. 177.



ACTIVITY PERFORMED NO. 32

Audit and maintain card index record of all public utilities and contracts.

PURPOSE

For accounting purposes.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 33

Prepare and issue identification cards and badges and maintain ledger record of same.

PURPOSE

To maintain check on identification of departmental employees.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 33

Prepare monthly statement of all receipts applicable to General Fund and Special Fund.

PURPOSE

To comply with requirements of Department of Revenue for control records.

REFERENCE

(0) Act of April 9, 1929, P. L. 177

ACTIVITY PERFORMED NO. 34

Compute and charge back against stock records, all internal stores requisitions.

PURPOSE

To properly segregate charges to various bureaus.

ACTIVITY PERFORMED NO. 35

Maintain inventory record of State automobile equipment and record of assignment.





PURPOSE

For auditing and checking purposes in connection with automobile repairs and accessories.

ACTIVITY PERFORMED NO. 35

Prepare monthly reports of unwarrented requisitions.

PURPOSE

For accounting purposes.

ACTIVITY PERFORMED NO. 37

Verify all checks issued for payment, type transmittals, and file all correspondence and vouchers.

PURPOSE

For verification and transmittal to fiscal offices of Commonwealth.

ACTIVITY PERFORMED NO. 38

Handle all correspondence and answer verbal inquiries pertaining to activities of Comptroller's Office.

PURPOSE

To furnish requested information.

ACTIVITY PERFORMED NO. 39

Maintain separate Farm Show Fund bank account and reconcile monthly with Commonwealth Treasury.

PURPOSE

For accounting purposes.

ACTIVITY PERFORMED NO. 40

Compile monthly report of all commitments.

PURPOSE

For monthly budget report of expenditures.



RECORD OF WITHHOLDING TAX.

PURPOSE

For accounting purposes.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 4

Receive all supplies, material stock, place in proper bins or cabinets, and deliver supplies upon requisition.

PURPOSE

To maintain storeroom stock.

REFERENCE

(S) April 9, 1929, P. L. 177 as amended.

ACTIVITY PERFORMED NO. 43

Receive proofs for publications from all bureaus and agencies, and transmit to Bureau of Publications.

PURPOSE

To control proofs submitted against approved printing requests.

REFERENCE

(S) April 9, 1929, P. L. 177 as amended.

ACTIVITY PERFORMED NO. 44

Maintain file of all uncollected accounts, overdue and unpaid for a period of ninety days.

PURPOSE

To refer to Department of Justice for attention.

REFERENCE

(S) April 9, 1929, P. L. 177 as amended, Section 512.

PERSONNEL

(F) - 11



ACTIVITY PERFORMED NO. 1

Supervise activities of Division of Crop Reporting and Information.

PURPOSE

To inform agricultural leaders and the general public on activities of Department.

ACTIVITY PERFORMED NO. 2

Publish Weekly News Bulletin.

PURPOSE

For information of agricultural leaders and general public.

ACTIVITY PERFORMED NO. 3

Prepare and disseminate items for newspapers, magazines, and radio.

PURPOSE

For information of public.

ACTIVITY PERFORMED NO. 4

Edit bi-monthly issues - "Bulletin-Pennsylvania Department of Agriculture" .

PURPOSE

Dissemination of information as required by law to various groups and the general public.

REFERENCE

(S) Act of April 9, 1929, P. L. 177, Section 1707.

ACTIVITY PERFORMED NO. 5

Answer correspondence requesting special and general information, and statistics on Pennsylvania agriculture.



PURPOSE

To furnish information to the public

ACTIVITY PERFORMED NO. 6

Clear all departmental printing and proofs.

PURPOSE

To facilitate and standardize printing in department.

ACTIVITY PERFORMED NO. 7

Maintain a record of status of legislation pertaining to agriculture.

PURPOSE

For information of Department and Bureau Heads.

REFERENCE

(0)

PERSONNEL

(F) - 7

ACTIVITY PERFORMED NO. 8

Collect, summarize and analyze Pennsylvania agricultural data and information.

Prepare for and recommend to the U. S. Department of Agriculture, State summaries for incorporation in national totals.

Compose and release reports for the State and the United States, based upon the information compiled for Pennsylvania and other states.

PURPOSE

To furnish such information to the public in general and the agricultural interests of the State in particular, as a guide in stabilizing agricultural production.

REFERENCE

(S) Act of April 9, 1929, P. L. 177.

PERSONNEL

(F) - 4 (in cooperation with U. S. Department of Agriculture.)





DEPARTMENT OF AGRICULTURE

EXECUTIVE BUREAU

MAIL AND DUPLICATION SECTION

ACTIVITY PERFORMED NO. 1

Collect all mail for Department of Agriculture from post office.

Sort and distribute all mail to various bureaus.

Perform messenger service.

Collect all outgoing mail from various bureaus, stamp and mail.

Fold, stuff, classify by post offices, seal and mail all circulars and bulletins and mail for general distribution, including mail of Crop and Livestock Division in cooperation with the United States Department of Agriculture.

PURPOSE

To get mail regularly distributed without duplication and to avoid duplication of effort.

ACTIVITY PERFORMED NO. 2

Serve as chauffeur as needed by Secretary and Deputy Secretary of Agriculture.

PURPOSE

To assist the executive heads of the department.

ACTIVITY PERFORMED NO. 3

Maintain cars in repair for Executive Office use.

PURPOSE

To see that equipment is maintained in an efficient order and ready for use as needed.

ACTIVITY PERFORMED NO. 4

Perform all multigraph, multilith, photostat and photographic work for department.



PURPOSE

To centralize

REFERENCE

(O)

PERSONNEL

(F) - 3



ACTIVITY PERFORMED NO. 1

Conduct an annual Pennsylvania Farm Show.

PURPOSE

To stimulate and promote the development and improvement of agriculture in Pennsylvania.

REFERENCE

Act of June 7, 1923, P. L. 498 as amended - Section 1709.

PERSONNEL

(F) - 9

ACTIVITY PERFORMED NO. 2

Maintain Farm Show buildings, grounds and equipment.

PURPOSE

For maintenance of grounds and equipment in a state of good preservation for necessary uses.

REFERENCE

(S) - Act of June 7, 1923, P. L. 498 as amended - Section 1709.

PERSONNEL

(F) - 6

ACTIVITY PERFORMED NO. 3

Rental of grounds and buildings.

PURPOSE

To secure adequate utilization of such property.

ACTIVITY PERFORMED NO. 4

Maintain records and accounts.



PURPOSE

To make financial accounting.

REFERENCE

(S) Act of June 7, 1926, P. L. 493 as amended - Section 1709.

PERSONNEL

(F) - 4





CONSERVATION BOARD

ACTIVITY PERFORMED NO. 1

Accept petitions from persons desiring to form a Soil Conservation District.

PURPOSE

To carry out the requirements of the law.

ACTIVITY PERFORMED NO. 2

To advertise for a hearing.

PURPOSE

To notify interested persons relative to such hearing.

ACTIVITY PERFORMED NO. 3

Hold hearings and receive testimony.

PURPOSE

To determine the feasibility of creating a district in the area proposed for a district.

ACTIVITY PERFORMED NO. 4

To advertise the referendum.

PURPOSE

To notify the persons interested in the proposed district.

ACTIVITY PERFORMED NO. 5

Hold referenda.

PURPOSE

To permit persons interested to vote for or against the creation of a district.



ACTIVITY PERFORMED NO. 1

Make determinations as to the formation of districts.

PURPOSE

To properly judge the need and necessity for such districts.

ACTIVITY PERFORMED NO. 2

Appoint supervisors and certify to the Secretary of the Commonwealth.

PURPOSE

To carry out legal procedure in the formation of a district.

ACTIVITY PERFORMED NO. 3

Hold elections for supervisors in a district.

PURPOSE

To permit the people in the district to select elected officials.

ACTIVITY PERFORMED NO. 9

Keep accurate record of all procedures.

PURPOSE

To certify as to the legality of the establishment and conduct of a new sub-division of state government.

ACTIVITY PERFORMED NO. 10

Certify and pay certain expenses.

PURPOSE

To see that all expenditures are in proper and in line with the law.

ACTIVITY PERFORMED NO. 11

Formulate policies, rules and regulations.

PURPOSE

To have uniformity in the operation and establishment of districts.



REFERENCE

(S) Act of July 2, 1957 as amended.

PERSONNEL

(PT) Carried on by regular departmental employees as needed - No. varies - 2 employees primarily part-time.



DEPARTMENT OF AGRICULTURE

REPORT OF THE COMMISSIONER

ACTIVITY PERFORMED NO. 1

Enforcement of State laws pertaining to domestic animals, including poultry, Meat Hygiene laws, and Pennsylvania Dog Law.

PURPOSE

To promote the livestock industry and to prevent, suppress, control and eradicate any transmissible diseases of animals and poultry; to protect the public health by regulating the manufacture, preparation, handling, storage, sale, transportation and possession of meat and meat-food products; to control the number of stray, uncontrolled dogs, for the protection of livestock, poultry, and the public.

REFERENCE

- (S) Act #441 of July 22, 1913, P. L. 928 as amended.
- Act #117 of March 28, 1929.
- Act #236 of April 17, 1929 as amended.
- Act of May 29, 1915, P. L. 587 as amended.
- Act of June 22, 1931 as amended.
- Act of May 11, 1921, P. L. 522 as amended.

PERSONNEL

(F) - 204

(PT) - 50





DEPT. OF AGRICULTURE  
BUREAU OF ANIMAL INDUSTRY  
ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Plan and direct all administrative and technical activities, prepare needed regulations and formulate policies, plans, and procedures of work.

PURPOSE

Coordinate the work of the various divisions in the prevention and control of transmissible diseases of animals and poultry.

ACTIVITY PERFORMED NO. 2

Address meetings of, and confer with members of national, state, county, and local livestock and veterinary organizations.

PURPOSE

To inaugurate policies and disseminate information in keeping with approved and adopted methods for the prevention, control, and eradication of transmissible diseases of animals and poultry.

ACTIVITY PERFORMED NO. 3

Direct activities of Diagnostic Laboratory.

PURPOSE

To see that proper methods of diagnosis of animal diseases are used.

ACTIVITY PERFORMED NO. 4

Review investigations resulting from complaints received regarding law violations.

PURPOSE

To determine the proper legal procedure applicable.

REFERENCE

- (S) Act #441 of July 22, 1913, P. L. 928 as amended.
- Act #117 of March 28, 1929.
- Act #236 of April 17, 1929 as amended.
- Act of May 28, 1915, P. L. 587 as amended.
- Act of June 22, 1931 as amended.
- Act of May 11, 1921, P. L. 522 as amended.



ACTIVITY PERFORMED NO. 5

Receive and transmit funds for Livestock Dealers' License fees recovered dog damages, and other funds.

PURPOSE

To maintain a proper accounting of funds.

ACTIVITY PERFORMED NO. 6

Distribute incoming mail to proper divisions.

PURPOSE

To facilitate prompt attention

ACTIVITY PERFORMED NO. 7

Prepare vouchers and wage rolls.

PURPOSE

To pay bills, salaries and wages.

ACTIVITY PERFORMED NO. 8

Maintain personnel records, including leaves of absence.

PURPOSE

To have information available, and to check on employees' leaves of absence.

ACTIVITY PERFORMED NO. 9

Formulate and dictate replies to correspondence requiring special or technical information.

PURPOSE

To properly inform the public regarding Bureau activities and furnish requested information.

ACTIVITY PERFORMED NO. 10

Audit traveling and other expense vouchers, bills for supplies, equipment and automobile expenses, weekly time reports and mileage reports.

PURPOSE

To determine accuracy.



ACTIVITY PERFORMED NO. 11

Prepare Purchase Requests for supplies, equipment, maintenance of equipment and printing.

PURPOSE

To provide office, field and laboratory with proper requirements.

ACTIVITY PERFORMED NO. 12

Prepare budget figures for maintenance costs and indemnities.

PURPOSE

To submit to departmental Comptroller for use in arriving at requests to be made of the Budget Bureau for appropriations.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 13

Enforce Virus and Biological acts pertaining to use and sale.

PURPOSE

To prevent illegal sale and use for the prevention of the spread of diseases of livestock and poultry.

REFERENCE

(S) Act 132 of April 27, 1909, PL 189 - Section 2.

PERSONNEL

(F) - 6



DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

DISTRICT OFFICE

ACTIVITY PERFORMED NO. 1

Supervise, assist and instruct personnel assigned to district office.

PURPOSE

To coordinate and have work performed efficiently, promptly, and economically.

ACTIVITY PERFORMED NO. 2

Conduct special investigations and report to Harrisburg office with recommendations for further action.

PURPOSE

To determine if laws and regulations have been violated, and if so, to what extent.

ACTIVITY PERFORMED NO. 3

Brand, appraise, and permit cattle for slaughter, which are positive to Bang Disease or Tuberculosis tests.

PURPOSE

To eliminate potential sources of infection.

ACTIVITY PERFORMED NO. 4

Quarantine infected herds of cattle and other animals affected with or exposed to transmissible diseases.

PURPOSE

To protect other livestock and the public.

REFERENCE

- (S) Act #441 of July 22, 1913, P. L. 929 as amended.
- Act #117 of March 28, 1929.
- Act #236 of April 17, 1929 as amended.









PURPOSE

To enable purchasers of cattle to know their health status.

REFERENCE

- (S) Act #441 of July 22, 1913, P. L. 923 as amended.  
Act #117 of March 28, 1929.  
Act #236 of April 17, 1929 as amended.  
Act of May 28, 1916, P. L. 587 as amended.  
Act of June 22, 1931 as amended.  
Act of May 11, 1921, P. L. 522 as amended.

ACTIVITY PERFORMED NO. 9

Review and approve vouchers for services and expenses.

PURPOSE

To determine accuracy of bills and place in line for payment.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 10

Order supplies, equipment and printed forms from Harrisburg office.

PURPOSE

To enable the district office to perform duties properly.

REFERENCE

(O)

PERSONNEL

(F) - 35



ACTIVITY PERFORMED NO. 1

Supervise, assist and instruct in examinations and investigations necessary for the regulation, prevention, control and eradication of diseases other than immediately communicable diseases that are known and proclaimed by the Bureau to be of a dangerous transmissible character.

PURPOSE

To coordinate the work of office and field personnel to prevent, control and eradicate the spread of transmissible diseases in domestic animals and poultry.

REFERENCE

- (S) Act 441 of July 22, 1913, P. L. 928 as amended.
- Act 132 of April 27, 1902, P. L. 189.
- Act 117 of March 28, 1929.
- Act 236 of April 17, 1914.

ACTIVITY PERFORMED NO. 2

Supervise and direct programs for the prevention, control and eradication of Bang Disease of domestic animals in cooperation with the U. S. Department of Agriculture, under official approved plans and methods.

PURPOSE

To coordinate the work of prevention, control and elimination of Bang Disease with Federal, State, cooperating agencies and owners.

REFERENCE

- (C)

ACTIVITY PERFORMED NO. 3

Supervise the licensing of stallions kept for public service.

PURPOSE

To protect owners of horses from fraud and deception.

REFERENCE

- (S) Act of June 3, 1941, P. L. 631 as amended.



PERSONNEL

(F) - 55

(PT) - 30

AREA BANG DISEASE PLAN AND CLAIM

ACTIVITY PERFORMED NO. 1

Final Bureau audit of Bang Disease indemnity claims.

PURPOSE

To determine eligibility and accuracy of indemnity payments.

ACTIVITY PERFORMED NO. 2

General supervision of Area and Claim Section.

PURPOSE

To coordinate and distribute work within section.

REFERENCE

(O)

PERSONNEL

(F) - 11

AREA BANG DISEASE PLAN AND CLAIM

VOUCHER AND RECORD

ACTIVITY PERFORMED NO. 1

Send Area positive and negative test reports to owners and District Agents.

PURPOSE

To advise owners, District Agents and field supervisors concerning the status of herds tested for the purpose of isolating infected animals, branding, quarantining, appraising and arranging for disposal of infected cattle.

ACTIVITY PERFORMED NO. 2

Type, check, file and send copies of summaries, initial tests, 90-day, six months, annual and triennial retests to county and district agents; transfer information to 5 x 8 cards.





PURPOSE

To show results of infection in various areas, and to determine when areas should be modified when areas qualify as modified Bang Disease Accredited areas.

ACTIVITY PERFORMED NO. 3

Authorize tests under Service Letter No. 164.

PURPOSE

To enable owners in those herds infection has been disclosed as the result of a partial test, to have the balance of their herd tested promptly, instead of waiting for regular test.

ACTIVITY PERFORMED NO. 4

Prepare claims for payment, checking for tag numbers of positive animals, preparing test chart, disinfection card, post mortem, agreement of valuation and salvage report to accompany each claim.

PURPOSE

To determine eligibility and accuracy of indemnity payments.

ACTIVITY PERFORMED NO. 5

Compute, check and type vouchers for each individual claim.

PURPOSE

To enable the Bureau to pay correct amount of indemnity farmers are entitled to receive according to law, based on the figures used on the Agreement of Valuation and Salvage Report.

ACTIVITY PERFORMED NO. 6

Enter all positive animals and Bang Disease indemnity vouchers in Indemnity Ledger.

PURPOSE

To enable the Bureau of Animal Industry to forward the amount of Bang Disease indemnity at all times to departmental Comptroller.

ACTIVITY PERFORMED NO. 7

Prepare lists of twenty (20) indemnity vouchers and send to Comptroller's Office.



PURPOSE

For the payment of indemnity claims.

ACTIVITY PERFORMED NO. 8

Prepare monthly report showing positive animals received during month and biennium, amount of indemnity paid during the month and biennium, and the unpaid claims.c

PURPOSE

To have available at all times, the amount of indemnity that is actually paid each month and for the biennium to date, to keep the department advised as to actual payments, and contingent liabilities chargeable to the Indemnity Appropriation, so that testing may be regulated to avoid exceeding budget.

REFERENCE

(O)

PERSONNEL

(F) - 9

AREA BANG DISEASE PLAN AND CLAIM

CORRESPONDENCE

ACTIVITY PERFORMED NO. 1

Originate, type and dictate letters in answer to correspondence and requests for information regarding Bang Disease indemnity claims.

PURPOSE

To obtain letters of authority, certified copies of court records in estates; identify positive animals, and obtain other information.

REFERENCE

(S) Act #441 of July 22, 1913, P. L. 328 as amended.

ACTIVITY PERFORMED NO. 2

Handle correspondence by dictation and transcription, regarding technical, semi-technical and complicated indemnity claims.

PURPOSE

To clear promptly, indemnity claims for payment, and avoid expense of visits by Bureau agents.



ACTIVITY PERFORMED NO. 3

Maintain record of townships signed up for Bang disease, and prepare monthly reports of townships, herds and cattle awaiting test.

PURPOSE

To keep department advised as to the demand for initial Area Bang Disease tests.

ACTIVITY PERFORMED NO. 4

Color Bang disease Area tested and signed up areas on maps.

PURPOSE

To keep department advised as to progress of Area Bang Disease work.

ACTIVITY PERFORMED NO. 5

Check replies to correspondence regarding indemnity claims.

PURPOSE

To determine if claims are ready for payment.

REFERENCE

(0)

PERSONNEL

(F) - 2

INDIVIDUAL BANG DISEASE PLAN AND CERTIFICATION

ACTIVITY PERFORMED NO. 1

Check records for necessary authorization of cattle and goat tests.

PURPOSE

To prevent the results of unauthorized herd tests being reported.

ACTIVITY PERFORMED NO. 2

Check results of all four copies of laboratory report.

PURPOSE

To be certain that results on all copies mailed are the same as original retained in the office.





ACTIVITY PERFORMED NO. 3

Stamp test charts for retest of Suspicious, Hemolyzed or Broken samples.

PURPOSE

To recommend retest without writing letters on all such cases.

ACTIVITY PERFORMED NO. 4

Report results by telegram, collect when requested.

PURPOSE

To report the status of animals to be sold, pending results of test, or those showing symptoms of abortion.

ACTIVITY PERFORMED NO. 5

Type envelopes for herd owners and veterinarians, and mark District Agents' copy of all test reports.

PURPOSE

To notify herd owners, veterinarians and District Agents concerning the results of the test made at the laboratory.

ACTIVITY PERFORMED NO. 6

Note original copy of each test chart showing to whom, by whom, and when the results were reported.

PURPOSE

To maintain accurate office record for reference.

ACTIVITY PERFORMED NO. 7

Check identifications of all animals tested with previous tests, and refer to all correspondence.

PURPOSE

To determine if any animals were added to the herd.

ACTIVITY PERFORMED NO. 8

Check records of the herd owners from whom animals were purchased.





PURPOSE

To determine if the additions are from Negative herds under official supervision, or shipped into Pennsylvania in accordance with interstate regulations.

ACTIVITY PERFORMED NO. 9

Fill in form letters requesting additional information for all animals that do not check, furnishing copies to veterinarian and District Agent.

PURPOSE

To complete records and clear herd for certification.

ACTIVITY PERFORMED NO. 10

Type letters advising herd owners when additions are not purchased from proper sources.

PURPOSE

To eliminate future violations.

ACTIVITY PERFORMED NO. 11

Type letters regarding duplicate identifications, retagging, abortions, correct identifications of dams and herd sires.

PURPOSE

To complete records and clear herd for certification.

ACTIVITY PERFORMED NO. 12

Supervise and re-check work handled by new employees.

PURPOSE

To train them to perform duties of position.

ACTIVITY PERFORMED NO. 13

Take or give dictation on further complications in checking tests.

PURPOSE

To request information to clear status of herd, or advise regarding another retest.



ACTIVITY PERFORMED NO. 14

Take dictation from Chief of Division, or his assistant, regarding special cases.

PURPOSE

To complete such cases.

ACTIVITY PERFORMED NO. 15

Record date, number animals tested, and results of all tests on statistical cards.

PURPOSE

To maintain complete card file according to counties of each herd being operated under Individual Plan of testing.

ACTIVITY PERFORMED NO. 16

Issue new certificates, Renewal certificates, Re-instate certificates and Transfer certificates, and write letters to accompany same, sending copies of all correspondence to the District Agents.

PURPOSE

To furnish the owner of the herd, and notify District Agent regarding the certification of the herd.

ACTIVITY PERFORMED NO. 17

Mark folder and statistical card regarding certification of the herd.

PURPOSE

To mark each folder and card so as to reveal status of herd, and to summarize any county when information is requested.

ACTIVITY PERFORMED NO. 18

List numerically, all certificates issued, giving date issued, name and address of herd owner, and total and breed of cattle.

PURPOSE

For reference when correspondence or test charts refer to herds by certificate number only.



ACTIVITY PERFORMED NO. 19

Issue monthly statement showing number of certificates issued, renewed, transferred or re-instated.

PURPOSE

For incorporation in monthly report.

ACTIVITY PERFORMED NO. 20

Advise owner by letter when certificates have been suspended, cancelled, or become void, furnishing District Agent with copy.

PURPOSE

To inform owner and Agent of present status of herd.

ACTIVITY PERFORMED NO. 21

Mark statistical card and folder when certificates are no longer valid.

PURPOSE

To maintain up-to-date record of all certified herds in State.

ACTIVITY PERFORMED NO. 22

Calendar correspondence for reply and remove calendar dates no longer necessary.

PURPOSE

To remove records from file when no reply is received or eliminate drawing them unnecessarily.

ACTIVITY PERFORMED NO. 23

Calendar test charts for required test in the future and remove calendar dates that have served their purpose.

PURPOSE

To remove records from file for authorization of next retest.

ACTIVITY PERFORMED NO. 24

Handle correspondence by dictation and transcription of notes, pertaining to retests of animals which are not members of herds under supervision, or tests conducted without proper authorization.





PURPOSE

To request owner and veterinarians to discontinue practice in future

ACTIVITY PERFORMED NO. 25

Type envelopes, separate copies of correspondence and test charts from four (4) divisions for District Agents.

PURPOSE

To mail copies to each agent under one cover for the conservation of envelopes and postage.

ACTIVITY PERFORMED NO. 26

Separate records, extract test charts when herds are separated into more than one unit, and transfer all information pertaining to the certificate. Combine records when two or more herds have been incorporated.

PURPOSE

To maintain records together pertaining to one herd.

ACTIVITY PERFORMED NO. 27

Check area tests conducted on herds previously tested under Individual Plan.

PURPOSE

To determine if herd should remain on Individual Plan or be transferred to Area Plan.

ACTIVITY PERFORMED NO. 28

Transfer records of herds from Area to Individual Plan, or vice versa, and maintain record of each transfer.

PURPOSE

To change records and maintain files accordingly, and maintain up-to-date record of number of herds under each plan.

ACTIVITY PERFORMED NO. 29

Take daily statistics of all tests, except vaccinated animals and infected herds subject to indemnity.





PURPOSE

To compile monthly report of tests conducted and reclassify herds as status changes.

ACTIVITY PERFORMED NO. 30

Suspend agreements and cancel certificates and handle necessary correspondence.

PURPOSE

To maintain record of number of herds under supervision.

ACTIVITY PERFORMED NO. 31

Copy letters for Division of Tuberculosis, and copy special articles for for distribution.

PURPOSE

To inform persons concerned.

ACTIVITY PERFORMED NO. 32

Prepare monthly report showing number of animals tested, and results according to classification of herd.

PURPOSE

To have figures available for incorporation in final report.

ACTIVITY PERFORMED NO. 33

Summarize county cards and large report showing number of herds and cattle, and amount of infection.

PURPOSE

To arrive at percentage of infected herds and cattle in area.

ACTIVITY PERFORMED NO. 34

Formulate and type letters to accompany positive tests of cattle owned by State institutions, furnishing District Agents with copy of each.

PURPOSE

To notify owner, veterinarian and agent regarding results of test, give instructions for quarantining of positive animals, and arranging for disposal and cleaning, and disinfecting of premises.



ACTIVITY PERFORMED NO. 35

Prepare memoranda to Agents to accompany positive tests covering horses and swine.

PURPOSE

To report results of test and arrange for quarantining of reacting animals.

ACTIVITY PERFORMED NO. 36

Calendar all cases referred to above.

PURPOSE

To follow up cases if quarantines have not been received.

REFERENCE

(O)

PERSONNEL

(F) - 8

BANG DISEASE TEST AUTHORIZATION

ACTIVITY PERFORMED NO. 1

Issue authorizations for Bang Disease tests of cattle and goats classified under Area Plan and Individual Plan.

AREA PLAN: Signed agreement between owner and department provides for animals and herds to be tested at State expense by State and Federal employed veterinarians. Animals revealed by test to be positive, must be disposed of under official supervision, and owner receives State and Federal indemnity.

INDIVIDUAL PLAN: Signed agreement between owner and Department provides for tests to be made at owners' expense.

PURPOSE

To grant permission to owners to have test made, and to veterinarian to collect and submit blood samples to State Department of Agriculture laboratory for analysis, as all complete herd tests in Pennsylvania must be authorized.

REFERENCE

- (S) Act 441 of July 22, 1913, P. L. 928 as amended.
- Act 132 of April 27, 1909, P. L. 189.
- Act 117 of March 28, 1929.
- Act 235 of April 17, 1929 as amended.



ACTIVITY PERFORMED NO. 2

Supervise and distribute work.

PURPOSE

To prevent errors and expedite issuance of authorizations.

ACTIVITY PERFORMED NO. 3

Handle correspondence by dictation, transcription of notes, routine typing, and clerical work.

PURPOSE

To render prompt service to cattle and herd owners.

ACTIVITY PERFORMED NO. 4

Issue authorizations for:

Initial Tests: List Bang Disease agreement of owners applying for initial test of cattle and goats.

PURPOSE

To maintain continuous registry of applicants for test and up-to-date status.

ACTIVITY PERFORMED NO. 5

Tests for Registry list.

PURPOSE

To authorize tests of 100 owners when Federal Funds are available, whose names are taken in sequence from list of owners awaiting initial test to be made according to State schedule, and entitled to indemnity for revealed positive animals paid by matched State and Federal funds.

ACTIVITY PERFORMED NO. 6

Test under Waiver of Indemnity.

PURPOSE

For owners desiring immediate test and agree to suffer any and all loss of positive animals on initial test.

ACTIVITY PERFORMED NO. 7

Tests under Service Letter No. 195 (Owner moving).

PURPOSE

For owners who move from an untested area to Bang Disease quarantined area.





ACTIVITY PERFORMED NO. 8

Tests under Service Letter No. 200.

PURPOSE

For owners who assemble herd of animals previously tested, tests applied after proper identification of animals, and previous ownership has been established.

ACTIVITY PERFORMED NO. 9

Infected Herd Retest.

PURPOSE

Infected animals must be disposed of under State-Federal supervision, and premises cleaned and disinfected before test can be authorized.

ACTIVITY PERFORMED NO. 10

90 - Day Retest

PURPOSE

Ninety (90) days after infection is revealed, herd is again tested to determine present status of previous negative animals due to their exposure to infection.

ACTIVITY PERFORMED NO. 11

Six - Months Retest

PURPOSE

To schedule herd for 6-months retest if negative animals exist in herd after initial test.

ACTIVITY PERFORMED NO. 12

Annual Retest

PURPOSE

To make routine test of negative herds which is required.

ACTIVITY PERFORMED NO. 13

Re-authorizations





PURPOSE

To authorize tests when necessary, due to change in veterinarian or ownership, etc..

ACTIVITY PERFORMED NO. 14

Special Request Test

PURPOSE

For owners who request tests at intervals other than regularly scheduled, under Area Plan or Individual Plan.

ACTIVITY PERFORMED NO. 15

Prepare requisitions for test tubes and type labels for mailing to veterinarians.

PURPOSE

To furnish receptacle for collecting and submitting blood samples to department laboratory.

ACTIVITY PERFORMED NO. 16

Forward forms to veterinarians

AAI-94-D - Bang Disease Agreements

AAI-11a - Identification of Animals

Waivers of Indemnity, etc..

PURPOSE

For convenience of owners, and to expedite authorizations for test when veterinarian makes routine calls.

ACTIVITY PERFORMED NO. 17

Maintain daily report of all authorizations issued, segregated according to classification.

PURPOSE

To have available at all times, pertinent information, and for use in compiling monthly reports.

ACTIVITY PERFORMED NO. 18

Issue cancellations

PURPOSE

To cancel agreement after follow-up is conducted, if test has not been made before expiration date of authorization.



ACTIVITY PERFORMED NO. 19

Check owners' folders to determine if subsequent scheduled tests are in order.

PURPOSE

To eliminate needless work and confusion if test is not to be made due to sale of animals, deceased veterinarian, or owners, etc..

ACTIVITY PERFORMED NO. 20

Check with Tuberculosis Eradication Division, and arrange to have T. B. and Bang Disease tests conducted at same time.

PURPOSE

To eliminate necessity of separate tests, and to eliminate needless time and expense.

ACTIVITY PERFORMED NO. 21

Prepare and submit monthly report.

PURPOSE

To furnish number of agreements (applications) received (cattle and goats), authorizations according to classification and cancellations for current month, carrying the cumulative total in each instance from the inception of Bang Disease testing by the United States, thus furnishing number of herds and cattle awaiting initial test.

ACTIVITY PERFORMED NO. 22

Prepare and submit monthly report.

PURPOSE

To furnish information and number of authorizations issued for current month, indicating number of herds and animals under classifications: Certified, Uncertified, Infected and Assembled herds for the issuance of certificates to qualifying herds.

REFERENCE

(C)

PERSONNEL

(T) - 4



FIELD

ACTIVITY PERFORMED NO. 1

Brand, quarantine and appraise cattle positive to Bang Disease tests.

PURPOSE

To slaughter condemned cattle to prevent spread of disease.

ACTIVITY PERFORMED NO. 2

Quarantine infected herds of cattle and other animals infected with, or exposed to transmissible diseases.

PURPOSE

For the protection of other livestock and the public.

ACTIVITY PERFORMED NO. 3

Conduct investigations of suspected violations, and report to Harrisburg office.

PURPOSE

To determine if laws and regulations have been violated, and if so, to what extent.

ACTIVITY PERFORMED NO. 4

Collect blood samples from cattle and send to Bureau of Animal Industry.

PURPOSE

To be tested for Bang Disease.

REFERENCE

- (S) Act #441 of July 22, 1913, P. L. 928 as amended.
- Act #236 of April 17, 1929 as amended.

PERSONNEL

(F) - 2

CALFHOOD VACCINATION AND MISCELLANEOUS AND POULTRY DISEASE

ACTIVITY PERFORMED NO. 1

Issue to poultry owners, Fowl Pox permits to purchase and use Fowl Pox Vaccine after signed application is received.

PURPOSE

To enable laymen to purchase vaccine, and use same in poultry flock.





ACTIVITY PERFORMED NO. 2

Send copies of laboratory reports to owners and veterinarians on sera tested for Pullorum disease, and all other examinations made of fowls at Bureau laboratory.

PURPOSE

To notify owners and veterinarians of results of sera sent in for Pullorum Disease test, and of specimens sent to laboratory.

ACTIVITY PERFORMED NO. 3

Check with office copy of report on legbands sent in by flock owners of chickens reported as reactors to Pullorum test.

PURPOSE

To see that all reactors are removed from flocks operating under State supervision.

ACTIVITY PERFORMED NO. 4

Maintain statistical record cards in individual owners name showing results of Pullorum Disease tests, and also cards of Fowl Pox vaccination.

PURPOSE

For reference as to number of chickens tested for owner, and number of reactors, and for record of small number tested for Fowl Pox vaccination, and number of chickens vaccinated.

ACTIVITY PERFORMED NO. 5

Check feeder bull Bang Disease reports, and write District Agent's name on copy of report sent to his office.

PURPOSE

To notify district agent of results of test conducted at stock yards.

ACTIVITY PERFORMED NO. 6

Maintain record of all feeder bulls tested for Bang Disease for current month.

PURPOSE

For use in compiling monthly report.





ACTIVITY PERFORMED NO. 7

Handle correspondence pertaining to the return of Fowl Pox applications not properly witnessed; requesting completed agreements from owners to place flocks under supervision for Pullorum Disease; requesting owners to send in legbands of birds reported positive to Pullorum Disease test; dictation and transcription of notes on technical information pertaining to poultry and Pullorum Disease.

PURPOSE

To obtain necessary information and material, and furnish information to the public.

ACTIVITY PERFORMED NO. 8

Compile and type monthly and annual reports.

PURPOSE

To furnish information to Administrative office relative to activities of the Bureau.

ACTIVITY PERFORMED NO. 9

Send telegrams to veterinarians when positive cases of Rabies are reported from Bureau laboratory.

PURPOSE

To advise persons bitten by rabid dogs to consult physician immediately with reference to Pasteur treatment.

ACTIVITY PERFORMED NO. 10

Write letters, enclosing laboratory report to veterinarians, owners, and district agents on all positive cases of Rabies.

PURPOSE

To advise persons bitten or exposed, to consult physician regarding treatment, and that the case may be investigated as soon as possible.

ACTIVITY PERFORMED NO. 11

Maintain daily record of all Rabies examinations conducted at laboratory; also clinical cases of Rabies reported, and cases from other Pennsylvania laboratories or hospitals.

PURPOSE

For the maintenance of statistics showing prevalence of Rabies.



ACTIVITY PERFORMED NO. 12

Maintain record of number of persons bitten or exposed to rabid dogs, number of dogs and livestock bitten or exposed, number of animals killed or quarantined, as furnished on investigation reports of positive Rabies cases by district agents and dog law investigators.

PURPOSE

For data for monthly and annual reports.

ACTIVITY PERFORMED NO. 13

Prepare and type weekly Rabies report.

PURPOSE

To indicate where new outbreaks have occurred, if any, and number of cases.

ACTIVITY PERFORMED NO. 14

Maintain record of local rabies quarantines voted and enforced by municipalities, boroughs and townships.

PURPOSE

For reference when approving dogs for inter-state shipment, and reference for publicity purposes.

ACTIVITY PERFORMED NO. 15

Send laboratory reports to veterinarians and owners, showing results of examination on miscellaneous specimens submitted from domestic animals.

PURPOSE

To furnish necessary information so that proper treatment may be administered, and if necessary, to have animals quarantined.

ACTIVITY PERFORMED NO. 16

Advise district agent by memorandum, to investigate and quarantine premises where transmissible, contagious, and infectious diseases of domestic animals are diagnosed.

PURPOSE

To prevent the spread of disease.



ACTIVITY PERFORMED NO. 17

Maintain individual owners' cards for all cases of Glanders, Anthrax, Blackleg, Hemorrhagic Septicemia, Scabies, Hog Cholera, Swine Erysipelas, John's disease, and Mastitis.

PURPOSE

For future reference and statistical purposes.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 18

Issue and approve health certificates for inter-state shipment of all domestic animals other than cattle.

PURPOSE

To comply with inter-state regulations of the state of destination.

REFERENCE

(S) Act #441 of July 22, 1913, P. L. 928 as amended.

ACTIVITY PERFORMED NO. 19

Check inter-state health certificates on all domestic animals entering Pennsylvania, other than cattle; if shipped in violation of our regulations, write to district agent to quarantine.

PURPOSE

To determine if health status complies with our inter-state requirements.

REFERENCE

(S) Act #441 of July 22, 1913, P. L. 928 as amended.

ACTIVITY PERFORMED NO. 20

Write to district agents, enclosing purchase request forms for their approval as required by the Department of Welfare, covering purchase of livestock and poultry by State institutions.

PURPOSE

To assure all parties concerned, that the animals or chickens for contemplated purchase are healthy.





ACTIVITY PERFORMED NO. 21

Writes letters in reply to requests for information, literature and bulletins on raising, breeding, and care of livestock and animal diseases.

PURPOSE

To assist farmers and interested persons in procuring desired information.

ACTIVITY PERFORMED NO. 22

Maintain record of all vaccinations of swine for hog cholera, as to number of swine vaccinated, and number of premises.

PURPOSE

For statistical reference for monthly and annual reports.

ACTIVITY PERFORMED NO. 23

Maintain record of amounts of hog cholera serum and virus, serial numbers and date sold to veterinarians by approved biological firms, and amounts reported used by veterinarians.

PURPOSE

To check amount of serum and virus reported used by veterinarian in vaccination of swine, with amount purchased.

ACTIVITY PERFORMED NO. 24

Write letters enclosing hog cholera agreements to all owners whose swine have been given serum-virus treatment.

PURPOSE

To instruct owner regarding sanitary measures and precautions to be taken when swine have been double treated for hog cholera.

ACTIVITY PERFORMED NO. 25

Maintain card record of each individual owner whose swine have been vaccinated or quarantined for hog cholera.

PURPOSE

To maintain summary of cases of hog cholera and vaccinations.

REFERENCE

(0)





ACTIVITY PERFORMED NO. 26

Check official certificates of Registry and certificates of Transfer for stallions and jacks as to description, pedigree, and ownership.

PURPOSE

To determine eligibility for license.

ACTIVITY PERFORMED NO. 27

Check and approve applications for stallion licenses; if not eligible for license in Pennsylvania, write letter to owner.

PURPOSE

To determine soundness of stallion, correct ownership, and kind of license to be issued according to stallion's qualifications.

ACTIVITY PERFORMED NO. 28

Issue licenses for approved, registered stallions and jacks to stand for public service in Pennsylvania.

PURPOSE

To promote horse breeding interests, and to prohibit unregistered and unsound stallions and jacks standing for public service in Pennsylvania.

REFERENCE

(S) Act of June 3, 1911, P. L. 631 as amended.

ACTIVITY PERFORMED NO. 29

Maintain card file containing each year's license number and date issued, as well as all license information by individual owners' names.

PURPOSE

To furnish complete record of each individual stallion and jack licensed in Pennsylvania.

ACTIVITY PERFORMED NO. 30

Maintain daily record of date and number of stallion licenses issued.

PURPOSE

To maintain monthly and annual summary of number of stallions licensed.

ACTIVITY PERFORMED NO. 31

Take dictation and transcribe notes on correspondence pertaining to miscellaneous diseases requiring attention of Chief of the Division.



PURPOSE

To assist in the control of miscellaneous diseases.

ACTIVITY PERFORMED NO. 32

Assemble data from daily records, and type monthly report on Rabies, Hog Cholera, miscellaneous diseases, and stallion licenses issued.

PURPOSE

To inform Administrative Office as to prevalence of miscellaneous diseases, and the number of examinations, vaccinations, etc. accomplished in the control of same.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 33

Issue to veterinarians permits to purchase Brucella abortus vaccine, and authorizations to vaccinate animals in herds after owners have completed a vaccination agreement, Plans "A", "B", and "C".

PURPOSE

To control the sale and use of Brucella abortus vaccine.

REFERENCE

(S) Act 132 of April 27, 1909, P. L. 189.

ACTIVITY PERFORMED NO. 34

Send Forms AAI-119 to veterinarians to report vaccination.

PURPOSE

To have uniform method of reporting vaccination.

ACTIVITY PERFORMED NO. 35

List permits in numerical order in notebook.

PURPOSE

To maintain record of number of permits issued.

ACTIVITY PERFORMED NO. 36

Type on Forms AAI-120 from veterinarians' vaccination reports Form AAI-119, full identification of each animal vaccinated, including tag, tattoo, or registration number, as well as name, age, and sex.



PURPOSE

To maintain continuous record for future reference.

ACTIVITY PERFORMED NO. 37

Type or write district agent's name on copy of vaccination report to be sent to agent's office.

PURPOSE

To keep district agent informed concerning herds located in district.

ACTIVITY PERFORMED NO. 38

Maintain record of number of herds and number of calves vaccinated under Plans "A", "B", and "C".

PURPOSE

For monthly report data.

ACTIVITY PERFORMED NO. 39

Type new vaccination statistical card for each herd in which owner has adopted calfhood vaccination and insert thereon, date of vaccination and number of calves vaccinated; also plan adopted.

PURPOSE

To make it possible to record separately, the results of Bang disease tests of unvaccinated and vaccinated animals.

ACTIVITY PERFORMED NO. 40

Type envelopes to herd owners and veterinarians, enclosing copies of laboratory reports of Bang disease tests conducted on herds practicing calfhood vaccination; type or write district agent's name on copy of report to be sent to agent's office.

PURPOSE

To inform owner, veterinarian and district agent of Bang disease status of herds and individual animals obtained from results of tests.

ACTIVITY PERFORMED NO. 41

Check vaccinated animals with previous tests, and type results of tests on Form AAI-120.

PURPOSE

To summarize results of tests conducted on vaccinated animals.





ACTIVITY PERFORMED NO. 42

Calendar reports for future reports of vaccinated animals.

PURPOSE

To determine return of vaccinated animals to negative status before being bred.

ACTIVITY PERFORMED NO. 43

Type or write results of tests on individual herd owner's statistical card.

PURPOSE

To maintain a summary of tests conducted.

ACTIVITY PERFORMED NO. 44

Maintain record of number of vaccinated animals tested, and number showing positive, highly suspicious, slightly suspicious, negative, broken and hemolyzed.

PURPOSE

For monthly report data.

ACTIVITY PERFORMED NO. 45

Handle correspondence, including dictation, transcription of notes, composing and dictating, covering following subjects:

- Information concerning calfhood vaccination and necessary agreements to be signed;
- Agreements not properly signed;
- Identification of vaccinated animals on either vaccination reports, Form AA1-11a;
- Disposal of vaccinated animals positive to test eighteen months after vaccination;
- Instructions to district agent to quarantine positive animals in herds under Plan "B".

PURPOSE

To assist in calfhood vaccination program.

ACTIVITY PERFORMED NO. 46

Check quarantines, permits and post mortem reports of positive, unvaccinated animals in herds under Plan "B".

PURPOSE

To determine proper handling of positive, unvaccinated animals.





ACTIVITY PERFORMED NO. 47

Prepare and type monthly report of childhood vaccination.

PURPOSE

To give an account of childhood vaccination activities.

ACTIVITY PERFORMED NO. 48

Assemble data from reports of Deng disease, childhood vaccination and miscellaneous diseases, including station enrollment and type monthly report.

PURPOSE

To give a brief account of all activities of division.

REFERENCE

(C)

PERSONNEL

(F) - 6

FILE

ACTIVITY PERFORMED NO. 1

Maintain files for Miscellaneous Disease Division of Bureau.

PURPOSE

For maintenance of correspondence, forms, etc. pertaining to Division.

ACTIVITY PERFORMED NO. 2

Stamp and distribute mail, test charts, claim papers and agreements, and other records.

PURPOSE

To record date received and for proper distribution to employees for attachment to folders for further attention by various employees.

ACTIVITY PERFORMED NO. 3

Transfer calendar dates from general file correspondence, individual and area folders to 5 x 3 index cards which are filed chronologically.

PURPOSE

To pull folders as dates become due for distribution to various persons for whom they are calendarized, so that correspondence, claims, etc. may be properly followed up, claims placed for payment, hard retests authorized, or for any attention that may be indicated.



ACTIVITY PERFORMED NO. 4

Re-charge folders

PURPOSE

To indicate that folders referred to the attention of various employees, when completed by one employee, before returning to file, thus indicating present possession.

ACTIVITY PERFORMED NO. 5

File folders alphabetically by counties and herd owners' names.

PURPOSE

To promptly locate records, correspondence and reports when needed.

ACTIVITY PERFORMED NO. 6

Type tabs for folders showing herd owners name, address, county and township.

PURPOSE

To facilitate filing and locating records.

REFERENCE

(0)

PERSONNEL

(F) - 19

HEALTH CERTIFICATE

ACTIVITY PERFORMED NO. 1

Issue inter-state and intra-state health charts.

PURPOSE

To verify eligibility of animals for movement.

ACTIVITY PERFORMED NO. 2

Check and send out test, check and clear status of animals for sales, interstate and intra-state shipments.

PURPOSE

To make animals eligible for sales or shipment.



REFERENCE

- (S) Act 441 of July 22, 1913, P. L. 923 as amended.  
Act 117 of March 28, 1929.  
Act 236 of April 17, 1929 as amended.

ACTIVITY PERFORMED NO. 3

List all inter-state health charts coming into Pennsylvania.

PURPOSE

To maintain complete record of all cattle entering Pennsylvania.

ACTIVITY PERFORMED NO. 4

Take dictation, dictate and originate letters regarding inter-state and intra-state movement of cattle.

PURPOSE

To keep all correspondence up-to-date, and to avoid unnecessary delay on routine correspondence.

ACTIVITY PERFORMED NO. 5

Contact Laboratory, District Agents, veterinarians and owners by telephone, also State Veterinarians in other states.

PURPOSE

To avoid delay regarding tests in securing information in reply to telegrams, telephone calls, etc..

ACTIVITY PERFORMED NO. 6

Send telegrams

PURPOSE

To hasten shipments and results of miscellaneous tests.

ACTIVITY PERFORMED NO. 7

Check with Tuberculosis Eradication Division regarding sales, shipments, releases on shipments, etc..



PURPOSE

To avoid duplication in work of Bang Disease Division and Tuberculosis Eradication Division.

ACTIVITY PERFORMED NO. 8

List all tests from dealers for inter-state shipments.

PURPOSE

To maintain complete record of all animals shipped out of Pennsylvania by dealers.

REFERENCE

(0)

PERSONNEL

(F) - 2





DEPARTMENT OF AGRICULTURE  
BUREAU OF ANIMAL INDUSTRY  
LABORATORY

ACTIVITY PERFORMED NO. 1

To direct, supervise and instruct personnel assigned to Diagnostic Laboratory.

PURPOSE

To coordinate work for efficient, economic and prompt handling.

REFERENCE

(S) Act 441 of July 22, 1913, P. L. 928 as amended.

ACTIVITY PERFORMED NO. 2

Receive and record blood sera and other specimens from animals and poultry submitted to State, Federal veterinarians and veterinary practitioners.

PURPOSE

To maintain accurate record of all specimens received for ready reference.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 3

Examine blood sera and other specimens from animals and poultry.

PURPOSE

To determine existence of transmissible diseases and parasites.

REFERENCE

(S) Act 441 of July 22, 1913, P. L. 928 as amended.

ACTIVITY PERFORMED NO. 4

Submit diagnostic reports to State veterinarians, Bureau agents, veterinary practitioners and owners.

PURPOSE

To enable personnel, owners and veterinarians to take proper steps to control and eradicate transmissible diseases of animals and poultry.



ACTIVITY PERFORMED NO. 5

Order supplies, materials, equipment, and arrange for repairs to equipment and buildings through Harrisburg office.

PURPOSE

To obtain necessary operating supplies and maintain equipment and property in proper repair.

ACTIVITY PERFORMED NO. 6

Review and approve bills.

PURPOSE

To determine accuracy and place in line for payment.

REFERENCE

(0)

PERSONNEL

(F) - 34



DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

DOG LAW ENFORCEMENT

ACTIVITY PERFORMED NO. 1

Supervise, assist, and instruct in the enforcement of the Pennsylvania Dog Law.

PURPOSE

To coordinate the work for efficient, prompt, and economic handling.

ACTIVITY PERFORMED NO. 2

Check for unlicensed dogs.

PURPOSE

To eliminate stray and uncontrolled dogs for the protection of the poultry and livestock raisers, and to aid in the control of Rabies.

REFERENCE

(S) Act of May 11, 1921, P. L. 522 as amended.

PERSONNEL

(F) - 36

ACTIVITY PERFORMED NO. 1

Formulate plans, policies and procedures in the administration of the Pennsylvania Dog Law.

PURPOSE

For efficient and economic handling of the work.

REFERENCE

(S) Act of May 11, 1921, P. L. 522 as amended.

ACTIVITY PERFORMED NO. 2

Answer all correspondence

PURPOSE

To assist and instruct the field agents as well as general public.



ACTIVITY PERFORMED NO. 3

Maintain accurate file of all correspondence.

PURPOSE

For future reference, should the occasion demand.

ACTIVITY PERFORMED NO. 4

Requisition all approved Indemnity and Dog Killing claims, and present list for Comptroller.

PURPOSE

To compensate poultry and livestock raisers for damages caused by dogs, and police officers for the killing and proper disposal of stray and unlicensed dogs.

ACTIVITY PERFORMED NO. 5

Check and maintain accurate record of all prosecutions.

PURPOSE

To cooperate with the Department of Revenue in reporting fines.

ACTIVITY PERFORMED NO. 6

Maintain Indemnity Ledger; also Dog Killing Ledger of all claims.

PURPOSE

To maintain accurate record readily available for office and departmental reference.

REFERENCE

(C)

PERSONNEL

(F) - 5

ACTIVITY PERFORMED NO. 1

Assist and instruct field agents.

PURPOSE

For prompt and efficient handling of the work.





ACTIVITY PERFORMED NO. 2

Make re-investigations of special cases.

PURPOSE

To complete cases where special attention is required.

ACTIVITY PERFORMED NO. 3

Make day and night patrol with field agents.

PURPOSE

For the elimination of stray and uncontrolled dogs.

ACTIVITY PERFORMED NO. 4

Make special investigations of illegal dog killings, poisoning and larceny of dogs.

PURPOSE

To protect the properly licensed and tagged dog.

ACTIVITY PERFORMED NO. 5

Make confidential reports to Division Chief.

PURPOSE

To check up on field personnel as to their conduct and the manner in which duties are performed.

ACTIVITY PERFORMED NO. 6

Prepare weekly field reports; answer all correspondence.

PURPOSE

To cooperate with Division office as to manner in which work is performed.

REFERENCE

(0)

PERSONNEL

(F) - 2



ACTIVITY PERFORMED NO. 1

Investigate complaints regarding damage to livestock and poultry by dogs.

PURPOSE

To assist livestock and poultry raisers in recovery of damage.

ACTIVITY PERFORMED NO. 2

Check on licensing of dogs.

PURPOSE

To provide means for compensating livestock and poultry raisers for damage caused by dogs.

REFERENCE

(S) Act of May 11, 1921, P. L. 522 as amended.

ACTIVITY PERFORMED NO. 3

Post Rabies quarantine in areas where outbreaks occur.

PURPOSE

For the prevention, control, and elimination of Rabies for the protection of human health.

REFERENCE

(S) Act 236 of April 17, 1929.

ACTIVITY PERFORMED NO. 4

Make day and night patrols.

PURPOSE

For the elimination of stray and uncontrolled dogs.

ACTIVITY PERFORMED NO. 5

Assist and confer with police officers.

PURPOSE

To cooperate in the enforcement of the Dog Law.

REFERENCE

(S) Act of May 11, 1921, P. L. 522 as amended.



ACTIVITY PERFORMED NO. 6

Prepare Weekly Field Reports; also answer all correspondence.

PURPOSE

To cooperate with Division so that work is performed efficiently and economically.

REFERENCE

(0)

ACTIVITY PERFORMED NO. 7

Appraise animals and poultry killed by dogs.

ACTIVITY PERFORMED NO. 8

Determine amount of damage caused when livestock and poultry have been injured by dogs.

ACTIVITY PERFORMED NO. 9

Prepare and have claims signed by owners who have suffered loss by the killing and injuring of livestock and poultry by dogs.

PURPOSE

To re-imburse owners of livestock and poultry for losses.

ACTIVITY PERFORMED NO. 10

Appraise dogs illegally killed; prepare and have claims signed by owners of dogs.

PURPOSE

To re-imburse owners of dogs which are illegally killed.

REFERENCE

(S) Act of May 11, 1921, P. L. 522 as amended.

PERSONNEL

(F) - 29





DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

MEAT HYGIENE

ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Supervise, assist, and instruct Meat Hygiene and Legal Investigation Division personnel.

PURPOSE

To coordinate work for efficient, prompt, and economic handling.

ACTIVITY PERFORMED NO. 2

Conduct special legal investigations and special prosecutions, assemble evidence, prepare briefs and information in prosecutions, and in answer to plaintiffs' bills of complaint in injunction, and equity cases and testify in courts as expert witness.

PURPOSE

To bring law violators to justice and protect public interests.

ACTIVITY PERFORMED NO. 3

Supervise general livestock quarantines.

PURPOSE

To prevent and control spread of transmissible diseases of animals and poultry.

REFERENCE

- (S) Act 255, May 28, 1915, P. L. 587 as amended.
- Act 225 of June 22, 1931 as amended.
- Act 441 of July 22, 1913, P. L. 928 as amended.
- Act 117 of March 28, 1929, P. L. 110.
- Act 236 of April 17, 1929, P. L. 533 as amended.

ACTIVITY PERFORMED NO. 4

Furnish plans, drawings and advice to butchers and institutions regarding building, arranging, and equipping slaughter houses.





PURPOSE

To have slaughtering establishments meet sanitary requirements for the preparation of wholesale and retail products for human consumption.

ACTIVITY PERFORMED NO. 5

Answer correspondence and personal inquiries of a technical nature pertaining to livestock laws and regulations.

PURPOSE

To properly inform the public.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 6

Supervise the issuing of Livestock Dealers and Brokers Licenses.

PURPOSE

To regulate the sale of livestock.

REFERENCE

- (S) Act 255, May 28, 1915, P. L. 587 as amended.  
Act 225 of June 22, 1931 as amended.  
Act 441 of July 22, 1913, P. L. 928 as amended.  
Act 117 of March 28, 1929, P. L. 110.  
Act 236 of April 17, 1929, P. L. 533 as amended.

ACTIVITY PERFORMED NO. 7

Supervise the inspection of livestock and community sales.

PURPOSE

To determine if health and sanitation requirements are being complied with.

REFERENCE

- (R) Regulation No. 540.

PERSONNEL

(F) - 2



ACTIVITY PERFORMED NO. 1

Supervise, assist and instruct office personnel.

PURPOSE

To coordinate the work for efficient, prompt, and economic handling.

ACTIVITY PERFORMED NO. 2

Prepare and mail Defect and Closing orders to insanitary establishments.

PURPOSE

To prevent unwholesome meat being sold for public consumption.

ACTIVITY PERFORMED NO. 3

Maintain record of slaughtering houses and meat market establishments.

PURPOSE

To have data available necessary to properly supervise such establishments.

ACTIVITY PERFORMED NO. 4

Maintain record of court cases, fines imposed and paid, and report receipts to Administrative Division.

PURPOSE

To maintain accurate follow-up on all pending cases and unpaid fines.

ACTIVITY PERFORMED NO. 5

Receive applications for Livestock Dealers' Licenses, and obtain credit standing of applicants.

PURPOSE

To determine eligibility of applicants to have licenses issued.

ACTIVITY PERFORMED NO. 6

Issue Livestock Dealers' Licenses and agents' cards.

PURPOSE

To provide a means of regulating the traffic in livestock.



REFERENCE

- (S) Act 255, May 23, 1915, P. L. 587 as amended.  
Act 225 of June 23, 1931 as amended.  
Act 441 of July 23, 1913, P. L. 923 as amended.  
Act 117 of March 28, 1929, P. L. 110.  
Act 236 of April 17, 1929, P. L. 533 as amended.

ACTIVITY PERFORMED NO. 7

Transmit all fees received for Livestock Dealers' Licenses to Administrative office.

PURPOSE

To be transmitted to Departmental Comptroller.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 8.

Maintain record of all animals sold and quarantined at Community Sales; also, record of all stocker and feeder tags vaccinated against Hog Cholera.

PURPOSE

To detect and properly dispose of diseased animals to prevent, and control diseases of livestock and poultry for the protection of public health.

REFERENCE

- (S) Act 255, May 23, 1915, P. L. 587 as amended.  
Act 225 of June 23, 1931 as amended.  
Act 441 of July 23, 1913, P. L. 923 as amended.  
Act 117 of March 28, 1929, P. L. 110.  
Act 236 of April 17, 1929, P. L. 533 as amended.

ACTIVITY PERFORMED NO. 9.

Assemble data and prepare monthly, annual, and other reports to Administrative office.

PURPOSE

To keep Administrative office informed as to activities.

ACTIVITY PERFORMED NO. 10

Maintain record of badges and meat inspection stamps issued to State Meat Inspectors.

PURPOSE

To insure return of same in case of change of inspectors.





ACTIVITY PERFORMED NO. 11

Order supplies and printed matter through Administrative office.

PURPOSE

To supply office and field requirements.

ACTIVITY PERFORMED NO. 12

Maintain record of shattocks applying for permission to import cattle, sheep and goats into Pennsylvania for immediate slaughter.

PURPOSE

To enable the Bureau to determine if class of cattle imported are handled in accordance with Federal and State requirements.

ACTIVITY PERFORMED NO. 13

Attach records and correspondence to proper records, and return records to file.

PURPOSE

To have records available as needed.

REFERENCE

(O)

PERSONNEL

(F) - 3

ACTIVITY PERFORMED NO. 1

Conduct veterinary meat inspections at slaughter and meat establishments.

PURPOSE

To determine if Meat Hygiene requirements have been complied with.

ACTIVITY PERFORMED NO. 2

Conduct post mortem inspections of food animals.

PURPOSE

To determine if meat is fit for human consumption.





REFERENCE

- (S) Act 235, May 23, 1913, P. L. 107 as amended,  
Act 235 of June 22, 1931 as amended.  
Act 441 of July 22, 1913, P. L. 923 as amended.  
Act 117 of March 28, 1939, P. L. 110.  
Act 236 of April 17, 1939, P. L. 553 as amended.

ACTIVITY PERFORMED NO. 3

Handle correspondence pertaining to Meat Hygiene work in districts.

PURPOSE

To furnish information to the public and the Harrisburg office.

ACTIVITY PERFORMED NO. 4

Advise meat industry and public regarding purposes and scope of meat inspection and sanitation.

PURPOSE

To protect public from the use of unwholesome meat.

ACTIVITY PERFORMED NO. 5

Prepare post mortem, sanitary, weekly time reports, monthly expense reports, and automobile mileage reports.

PURPOSE

To keep Harrisburg office advised of conditions in field.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 6

Investigate complaints regarding possession and sale of diseased meats and animals unfit for food and outbreaks of animal diseases.

PURPOSE

To protect the public health and prevent the spread of transmissible diseases of animals and poultry.

ACTIVITY PERFORMED NO. 7

Quarantine and hold food animals suspected of disease.



PURPOSE

To protect public health.

ACTIVITY PERFORMED NO. 8

Serve Defect and Closing Orders; advise butchers of insanitary conditions to be remedied, investigate places suspected of not having proper facilities for the slaughter and preparation of meats for human consumption.

PURPOSE

To prevent the sale of unwholesome meat to the public.

REFERENCE

- (S) Act 255, May 28, 1915, P. L. 597 as amended.  
Act 225 of June 22, 1931 as amended.  
Act 441 of July 22, 1913, P. L. 928 as amended.  
Act 117 of March 28, 1929, P. L. 110.  
Act 236 of April 17, 1929, P. L. 533 as amended.

PERSONNEL

(F) - 6



DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

TUBERCULOSIS ERADICATION

ACTIVITY PERFORMED NO. 1

Enforce State laws pertaining to the eradication of Tuberculosis in domestic animals, including poultry.

PURPOSE

To promote the livestock industry by preventing, suppressing, controlling, and eradicating tuberculosis of livestock and poultry to protect public health.

REFERENCE

- (S) Act 441 of June 22, 1913, P. L. 928 as amended.  
Act 117 of March 28, 1929.  
Act 236 of April 17, 1921 as amended.

- (R) Regulation 538 approved October 7, 1938 as amended.

PERSONNEL

(F) - 32

(PT) - 60

ACTIVITY PERFORMED NO. 1

Supervise, assist, and instruct tuberculosis eradication office and field personnel.

PURPOSE

To coordinate the work for efficient and prompt handling.

ACTIVITY PERFORMED NO. 2

Conduct special investigations.

PURPOSE

To determine whether or not laws have been complied with.



REFERENCE

- (S) Act 441 of June 22, 1913, P. L. 928 as amended.  
Act 117 of March 26, 1929,  
Act 256 of April 17, 1921 as amended.
- (R) Regulation 532 approved October 7, 1938 as amended.

ACTIVITY PERFORMED NO. 3

Disseminate important information, data, statistics, and economical aspects of successful animal husbandry through healthy livestock and poultry.

PURPOSE

To promote production of livestock.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 4

Develop and put into effect, measures and policies governing various tests for Tuberculosis.

PURPOSE

To improve methods and plans of control.

REFERENCE

(O)

ACTIVITY PERFORMED NO. 5

Supervise the quarantining, appraising and disposal of cattle, positive to tuberculin tests.

PURPOSE

To restrict the movement of diseased cattle and cattle exposed to diseased cattle, and place value on cattle to be slaughtered.

ACTIVITY PERFORMED NO. 6

Supervise the disposition of condemned cattle, and the cleaning and disinfecting of infected premises.

PURPOSE

To eradicate and control Tuberculosis.





REFERENCE

- (S) Act 441 of June 22, 1913, P. L. 928 as amended.  
Act 117 of March 28, 1929.  
Act 236 of April 17, 1921 as amended.
- (R) Regulation 538 approved October 7, 1938 as amended.

ACTIVITY PERFORMED NO. 7

Review special indemnity claims.

PURPOSE

To determine eligibility of complicated and questionable claims.

REFERENCE

(O)

PERSONNEL

(F) - 2

AREA RECORD AND CLAIM SECTION

ACTIVITY PERFORMED NO. 1

Assemble and compile records of cattle tested under the Modified Accredited Area Plan.

PURPOSE

To have available an accurate record of all Area Plan tuberculin testing.

ACTIVITY PERFORMED NO. 2

Arrange and summarize Area tuberculosis test reports covering county-wide tests, and sixty-day and six months retests on infected herds.

PURPOSE

To furnish the State and Federal Bureaus of Animal Industry and other cooperating agents with the status of herds and the degree of infection.

ACTIVITY PERFORMED NO. 3

Calculate, check, and type indemnity vouchers.

PURPOSE

To enable owners to be paid for cattle which have been slaughtered.



ACTIVITY PERFORMED NO. 4

Record post mortems of tuberculosis infected animals in counties tested.

PURPOSE

To determine if the cattle in the counties are to be tested every three or six years.

ACTIVITY PERFORMED NO. 5

Maintain 5 x 8 statistical card for each township and county.

PURPOSE

To keep administrative office informed as to the progress of the work in each area.

REFERENCE

(0)

PERSONNEL

(F) - 5

INDIVIDUAL RECORD AND CORRESPONDENCE

ACTIVITY PERFORMED NO. 1

Authorize veterinarians to apply tuberculosis tests to cattle under the Individual Accredited Herd Plan.

PURPOSE

To enable herd owners to have their cattle tuberculin tested at the proper time.

ACTIVITY PERFORMED NO. 2

Assemble and compile statistical records of herds and cattle tuberculin tested under the Individual Accredited Herd Plan.

PURPOSE

To have information readily available for proper conduct of the work.

ACTIVITY PERFORMED NO. 3

Issue Individual Accredited Herd Plan Certificates.



PURPOSE

To furnish herd owners with information as to the certification of their herds.

ACTIVITY PERFORMED NO. 4

Check identification of animals tested.

PURPOSE

To determine if animals were added to the herd in accordance with requirements.

ACTIVITY PERFORMED NO. 5

Supervise and check indemnity claims under Individual Accredited Herd Plan.

PURPOSE

To determine the eligibility and accuracy of claims.

REFERENCE

(C)

PERSONNEL

(F) - 5

HEALTH CERTIFICATE

ACTIVITY PERFORMED NO. 1

Issue inter-state and intra-state tuberculosis test charts and health certificates.

PURPOSE

To furnish owners and shippers with a written permit verifying the eligibility of the cattle for movement to other states or other herds.

REFERENCE

(S) Act 117 of March 28, 1921.  
Act 236 of April 17, 1929 as amended.

ACTIVITY PERFORMED NO. 2

Send release letters to importers of cattle.

PURPOSE

To show status of cattle imported.





ACTIVITY PERFORMED NO. 3

Answer correspondence relating to inter-state and intra-state movement of cattle.

PURPOSE

To clear questions arising with owners and shippers, regarding the status of such cattle.

ACTIVITY PERFORMED NO. 4

Assemble and summarise records of importations and exportations of cattle and other livestock.

PURPOSE

To have information readily available for department.

REFERENCE

(0)

PERSONNEL

(F) - 4

FILE

ACTIVITY PERFORMED NO. 1

Supervise, assist, and instruct Tuberculosis Eradication File section personnel.

PURPOSE

For prompt and efficient handling of the work.

ACTIVITY PERFORMED NO. 2

Date, stamp, and distribute mail, test charts, claim papers, agreements and other records.

PURPOSE

To distribute correspondence, charts and claim papers to proper persons for attention.

ACTIVITY PERFORMED NO. 3

Transfer calendar dates from correspondence and reports to 4 x 6 calendar cards maintained chronologically.

PURPOSE

To insure correspondence, claim, reports and other records being brought to the attention of the proper persons at the proper time.





ACTIVITY PERFORMED NO. 4

File folders containing records alphabetically by counties and herd owners' names.

PURPOSE

To facilitate locating records when needed.

ACTIVITY PERFORMED NO. 5

Type tabs for folders showing herd owners' names, addresses, counties and townships.

PURPOSE

To enable file clerks to file and locate records promptly.

REFERENCE

(O)

PERSONNEL

(F) - 7

FIELD

ACTIVITY PERFORMED NO. 1

Supervise generally tuberculosis eradication field personnel.

PURPOSE

To coordinate field activities.

REFERENCE

- (S) Act 441 of June 22, 1913, P. L. 928 as amended.  
Act 117 of March 28, 1929.  
Act 236 of April 17, 1921 as amended.

ACTIVITY PERFORMED NO. 2

Confer and arrange with various county committees, county agents and livestock organizations for furnishing materials.

PURPOSE

To complete preliminary details to enable work to proceed on schedule when veterinarian arrives.

REFERENCE

(O)

PERSONNEL

(F) - 1



ACTIVITY PERFORMED NO. 1

Supervise, assist, and instruct full-time and part-time field veterinarians assigned to conduct tuberculosis testing.

PURPOSE

To coordinate and have work performed efficiently, promptly, and economically.

ACTIVITY PERFORMED NO. 2

Conduct special investigations, and report to Harrisburg office with recommendations for further action.

PURPOSE

To determine if laws and regulations have been complied with, and if violated, to what extent.

ACTIVITY PERFORMED NO. 3

Brand, appraise, and permit cattle for slaughter which were positive to tuberculosis tests.

PURPOSE

To eliminate the potential source of tuberculosis infection.

ACTIVITY PERFORMED NO. 4

Quarantine infected herds of cattle and other animals affected with, or exposed to tuberculosis.

PURPOSE

To protect other livestock and the public.

REFERENCE

- (S) Act 441 of June 22, 1913, P. L. 928 as amended.
- Act 117 of March 28, 1929.
- Act 236 of April 17, 1921 as amended.

ACTIVITY PERFORMED NO. 5

Review and approve vouchers for services and expenses.

PURPOSE

To see that bills are correct and placed in line for payment.



REFERENCE  
(O)

PERSONNEL  
(F) - 2

ACTIVITY PERFORMED NO. 1

Conduct tuberculosis testing of cattle under the Area plan for the prevention, control, and eradication of tuberculosis.

PURPOSE

To determine if cattle are affected with tuberculosis.

ACTIVITY PERFORMED NO. 2

Brand, quarantine, and appraise cattle which were positive to the tuberculosis test.

PURPOSE

To slaughter condemned cattle to prevent the spread of tuberculosis.

ACTIVITY PERFORMED NO. 3

Quarantine infected herds of cattle and other animals affected with, or exposed to tuberculosis.

PURPOSE

To protect other livestock and the public.

REFERENCE

- (S) Act 441 of June 22, 1913, P. L. 928 as amended.  
Act 236 of April 17, 1929 as amended.

ACTIVITY PERFORMED NO. 4

Prepare tuberculosis reports, appraisal forms, and other forms, and deliver same to supervisor in charge of testing.

PURPOSE

To have complete information readily available for the appraisal and disposal of infected animals, and to be used as basis for determining status of herds tested for each county under the Area Plan.

REFERENCE

(O)

PERSONNEL

(F) - 6  
(PT) - 30





BUREAU OF FOODS AND CHEMISTRY

ACTIVITY PERFORMED E-1

Enforces General Food Law and twenty-six (26) special food laws.

Enforces six (6) agricultural laws.

PURPOSE

To protect the public health, and prevent fraud and deception in the sale of foods.

To protect consumers against the sale of misbranded and deficient fertilizers, feeding stuffs, lime products, insecticides and fungicides, brands, oils and naval stores.

ADMINISTRATIVE

ACTIVITY PERFORMED E-1

Plan and direct all administrative and technical activities.

PURPOSE

To correlate work of the Bureau and initiate procedure.

LAW ENFORCEMENT

ACTIVITY PERFORMED E-2

Inspection service is conducted in districts, and the activities in Philadelphia and Pittsburgh are carried on from offices maintained in these cities under the supervision of General Agents or Food Inspectors.

PURPOSE

To make inspections and handle prosecutions.

DISTRICT OFFICE

ACTIVITY PERFORMED E-3

Supervise sale of all foods and agricultural products such as fertilizer, feed, lime, insecticides and fungicides.

PURPOSE

To protect public health and protect consumers against fraud and deception.





LAW ENFORCEMENT

ACTIVITY PERFORMED E-6

Enforce Carbonated and Still Drinks Law, Non-Alcoholic Drinks Law, Sanitary Container Law and Ice Cream Law.

PURPOSE

To protect public health and protect consumers from fraud and deception.

ANALYTICAL DIVISION

LABORATORY

ACTIVITY PERFORMED E-7

Analyses of all agricultural products, miscellaneous materials and (foods from the central and northeastern part of the states).

Prepare chemists' reports on all samples.

Issue licenses for lime, feed, fertilizer and insecticides.

Answer correspondence.

PURPOSE

To meet requirements of the law.

CONSULTING CHEMISTS

ACTIVITY PERFORMED E-8

Serve in the capacity of food standards committee.

Analyze food samples submitted by agents.

Submit detailed technical and chemical reports of analyses.

Attend hearings and request prosecutions as required.

Make special sanitary inspections of plants where required.

Formulate food standards and definitions.

PURPOSE

Render technical advice on food standards.

Determine law violations

Assist in law enforcement.

To serve as witness.

To furnish special technical services.

To furnish such information before promulgation by the Secretary of Agriculture, since it involves expert technical advice and terminology.



REFERENCE

- (S) (a) Act of May 13, 1909, P. L. 520 as amended.  
Act of April 12, 1921, P. L. 129,  
Act of July 10, 1901, P. L. 643.  
Act of May 14, 1925, P. L. 730 as amended.  
Act of May 5, 1915, P. L. 247.  
Act of June 26, 1919, P. L. 670 as amended.  
Act of July 26, 1919, P. L. 900 as amended.  
Act of March 11, 1909, P. L. 13 as amended.  
Act of March 28, 1905, P. L. 64.  
Act of March 3, 1925, P. L. 10.  
Act of March 11, 1909, P. L. 17.  
Act of March 26, 1925, P. L. 83.  
Act of June 8, 1911, P. L. 712 as amended.  
Act of June 10, 1897, P. L. 142 as amended.  
Act of March 21, 1923, P. L. 28-supplement.  
Act of June 29, 1923, P. L. 929.  
Act of March 11, 1909, P. L. 16 as amended.  
Act of May 29, 1901, P. L. 327 as amended.  
Act of May 10, 1921, P. L. 467.  
Act of March 17, 1925, P. L. 34.  
Act of May 10, 1921, P. L. 468.  
Act of April 6, 1911, P. L. 51 as amended.  
Act of May 31, 1933, P. L. 1116 as amended.  
Act of May 22, 1933 as amended.  
Act of May 21, 1937, P. L. 788.
- (b) Act of May 1, 1909, P. L. 344 as amended.  
Act of May 3, 1909, P. L. 395 as amended.  
Act of June 1, 1915, P. L. 678.  
Act of May 17, 1917, P. L. 224 as amended.  
Act of April 10, 1925, P. L. 229.  
Act of April 29, 1913, P. L. 123.

(c)

PERSONNEL

45- (F)

3- (PT)



DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

ADMINISTRATIVE

ACTIVITY PERFORMED F

Plan and direct all administrative and technical activities of Bureau.

PURPOSE

To correlate work of the Bureau and initiate procedure.

REFERENCE

- (S) Act of July 9, 1919, P. L. 809, Section 14.
- Act of April 14, 1929, P. L. 144.
- Act of July 19, 1919, P. L. 900.
- Act of May 20, 1931.
- Act of May 27, 1937 as amended.
- Act of June 12, 1919.
- Act of April 30, 1929.

(O)

PERSONNEL

- (F) - 1
- (PT) - 1

POULTRY

ACTIVITY PERFORMED F-1

Plan and direct all administrative and technical activities of Poultry Division in the Bureau of Markets and the Pennsylvania Official Egg Laying Contest.

Establish and enforce official standards for grading eggs.

Inspect shell eggs, dried eggs, dried skim milk, dried whole milk, and dressed poultry according to cooperation agreement with the U. S. Department of Agriculture.

Answer all correspondence, inquiries, and attend meetings dealing with poultry and egg marketing problems and procedures.

PURPOSE

To direct poultry and egg marketing procedures.

To protect consumer against misrepresentation.

To classify farm products according to U. S. Department of Agriculture standards to insure products meeting contract specifications.





To inform the public relative to the latest marketing information.

REFERENCE

- (S) Act of July 9, 1919, P. L. 809, Section 14.  
Act of April 14, 1929, P. L. 144.

Act July 10, 1919, No. 356, P. L. 900 as amended.

- (R) Regulation of June 3, 1941.

- (F) Public #269-72 Congress (U. S. Statutes-at-large and State Statutes)  
Cooperative agreement

PERSONNEL

- (F) - 5

PENNSYLVANIA OFFICIAL EGG LAYING CONTEST

ACTIVITY PERFORMED P-2

Supervise all activities of Pennsylvania Official Egg Laying Contest.

Maintain plant of the Pennsylvania Official Egg Laying Contest, including repairs, etc..

Trapnest, feed, and water livestock handled in the Egg Laying Contest.

Record and check daily production reports.

Answer all correspondence relating to contest subjects.

Maintain ledger covering all income.

PURPOSE

Maintain efficiency in all operations and disposition of products; determine and demonstrate improved methods for increasing egg production.

REFERENCE

- (O)  
(S) Act 98 - May 20, 1931.

PERSONNEL

- (F) - 4

FRUIT AND VEGETABLE MARKETING

ACTIVITY PERFORMED P-3

Direct all administrative and technical activities of the Fruit and Vegetable Division in the Bureau.

Enforce Grade Marking Law for apples, potatoes, peaches, and grapes.





Train and license inspectors of fruits and vegetables for services in all counties of the State.

Supervise official inspections of commercial produce shipments, apple exports and cannery receipts in cooperation with U. S. Department of Agriculture.

Answer all correspondence, attend all meetings, arrange exhibits, compile and arrange for publication of reports and market news.

Collect and transmit fees for inspections.

Prepare wage rolls.

#### PURPOSE

To improve fruit and vegetable marketing practices in the Commonwealth of Pennsylvania.

To protect wholesalers, retailers, and consumers against misrepresentation.

To classify and grade farm products according to official Pennsylvania standards in the interest of assisting best trade practices.

To assist Pennsylvania producers in marketing their farm crops to secure maximum returns.

To inform the public on current market information.

Proper accounting of funds received from fees for services rendered by the Commonwealth.

To compensate licensed employees for services rendered the Commonwealth of Pennsylvania.

#### REFERENCE

(S) Act of May 21, 1943, P. L. 412.

(F) Public #269-72 Congress (U. S. Statutes-at-large and State Statutes) Cooperative agreement.

(S) Act of April 4, 1929, P. L. 144.

(C)

#### PERSONNEL

(F) - 2

(PT) - 8



## MARKET REPORTING

### ACTIVITY PERFORMED F-4

Compile and release daily reports to public by means of mail, newspapers and radio, on price, supply and commercial movement of fruits and vegetables.

### PURPOSE

To inform the public on current market information.

### REFERENCE

- (S) Act of April 4, 1923, P. L. 146  
Cooperative Agreement

### PERSONNEL

(F) - 3



DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

ACTIVITY PERFORMED G

Enforce various agricultural laws relating primarily to the control of injurious insects and diseases of plants, regulating the sale of agricultural seeds, certification of seeds and plants, and the control of bee diseases.

PURPOSE

To protect the general buying public, and to safeguard against the spread of injurious insects and plant diseases, thus preventing loss to agricultural and horticultural crops.

ADMINISTRATIVE

ACTIVITY PERFORMED G-1

Direct and plan all activities of Bureau.

Answer all correspondence, technical and non-technical.

Prepare budgets.

Prepare and administer quarantine and regulations involving plant pests, including insects and diseases.

Collaborate with U. S. Department of Agriculture and other public agencies on the prevention and spread and control of new and not widely distributed plant pests.

Furnish variety of technical information on the control of plant pests, including explanations of requirements of plant quarantines.

Supervise preparation of material for reports, bulletins, circulars, and public information relating to work of the Bureau.

Handle prosecutions for violations of the laws administered by the Bureau.

Audit traveling and automobile expense vouchers, bills for supplies, and weekly field reports.

Order supplies.

Prepare vouchers and wage rolls.





Maintain record and handle correspondence relating to automotive equipment assigned to Bureau.

PURPOSE

To coordinate work of the Bureau and initiate procedure.

ENTOMOLOGY

ACTIVITY PERFORMED G-2

Enforce all plant quarantines pertaining to insect pests in cooperation with U. S. Department of Agriculture.

Inspect apiaries for bee diseases.

Inspect nurseries throughout the state.

Make insect pest surveys.

Conduct tests of insecticides and fungicides.

Make identifications and give information on insect pest control.

Introduce insect parasites and distribute milky disease.

Cooperate with Mosquito Control Commissions of the state.

PURPOSE

For the protection of farm products from new and not widely distributed insect pests.

For the protection of the bee industry of the state from infectious diseases to prevent loss to beekeepers, and to increase the fruit and vegetable yield of the state by proper pollinization.

GYPSY MOTH

ACTIVITY PERFORMED G-3

Scout for the presence of Gypsy Moth in cooperation with the U. S. Department of Agriculture (Moths, larvae and egg masses).

Trap for male Gypsy Moth.

Eradicate Gypsy Moth (spraying, dusting, painting, banding egg masses).

Enforce quarantines requiring inspection of movement of forest materials, nursery stock, stones, and all materials carrying infestation.

PURPOSE

To locate the presence and extent of Gypsy Moth.





- To locate the presence and extent of Gypsy Moth infestation.
- To eradicate the insect from Pennsylvania.
- To prevent the spread of the insect to uninfested areas.

#### APIARY INSPECTION

##### ACTIVITY PERFORMED G-4

Inspect Pennsylvania colonies of the state for the presence of bee diseases.

Visit every apiary in the state, and notify beekeepers relative to the absence or presence of disease, and if disease is found, recommend proper treatment or destroy.

Make prosecutions where violations occur.

##### PURPOSE

To properly control the spread of diseases.

#### JAPANESE BEETLE

##### ACTIVITY PERFORMED G-5

Enforce Japanese Beetle quarantine in cooperation with U. S. Department of Agriculture.

##### PURPOSE

To prevent the spread of Japanese Beetles, and to make possible the sale of Pennsylvania products in infested areas.

##### ACTIVITY PERFORMED G-6

Inspect cut flowers, fruits and vegetables, nursery stock, soil, etc., for certification of movement to markets outside restricted area, in cooperation with U. S. Department of Agriculture.

##### PURPOSE

To enable growers to market products outside restricted area.

#### NURSERY INSPECTION

##### ACTIVITY PERFORMED G-8

Inspect nurseries of the state for the presence of plant pests.

Make reports on condition of nurseries and their freedom from or presence of plant pests.



Advise and see that proper clean-up is made where infestation is found.

Issue certificates.

Issue certificates to out-of-state nurseries for shipments into Pennsylvania.

#### PURPOSE

To make possible the shipment of nursery stock to outside areas of the state, and for the control of plant pests.

#### BOTANY

##### ACTIVITY PERFORMED G-9

Identification of plants and seeds.

Make observations for the presence of dangerous weeds, including weeds poisonous to livestock.

Analyze farm crop seeds offered for sale in Pennsylvania.

Analyze seed grains, clover and grass seed for individuals.

Analyze samples as a part of seed certification.

#### PURPOSE

To give information concerning the value of plants, which includes the control of weeds, and the culture of unusual plants.

#### PLANT PATHOLOGY

##### ACTIVITY PERFORMED G-10

Enforce all plant quarantines dealing with plant disease control.

Make surveys for the absence or presence of plant diseases.

Inspect all bramble plants in the state.

Inspect and certify seeds for farm crops.

Identify plant diseases and recommend control measures.

#### PURPOSE

To prevent the spread of new and not widely distributed plant diseases to uninfested areas throughout the State.

To determine the extent of infestation and to discover new and not widely distributed plant diseases.

To prevent the spread of diseases affecting bramble plants.



To provide a source of superior seed stock.

To prevent the spread of dangerous plant diseases.

#### POTATO WART

##### ACTIVITY PERFORMED G-11

Scout for the presence of Potato Wart disease.

Enforce plant quarantines and make prosecutions for violations.

Treat soil for the eradication of Potato Wart.

##### PURPOSE

For the prevention of the spread of the disease and enforcement of the law.

#### SEED CERTIFICATION

##### ACTIVITY PERFORMED G-12

Inspect and certify wheat, oats, barley, hybrid seed corn, potatoes, soybeans, tomatoes and peppers for seed purposes.

##### PURPOSE

To furnish a supply of superior seeds to the farmers of the state, and for the maintenance of desirable varieties and strains of farm crops.

##### REFERENCE

Act 175, 1929, P. L. 177, Section 1703.

Act 67, 1937, P. L. 274, Section 1710.

Act 90, 1937, P. L. 318.

Act 209, 1929, P. L. 488.

Act 159, 1921, P. L. 316.

Act 58, 1921, P. L. 95.

Act 124, 1917, P. L. 224 as amended.

P. L. 136 as amended.

Act 214, May 21, 1943.

##### PERSONNEL

(F) - 28

(F) - 25 PD

(PT) - 36



### ACTIVITY PERFORMED

Supervision of banks, bank and trust companies, trust companies, savings institutions, private banks, certain national banks with fiduciary powers, small loan companies, consumer discount companies, credit unions, pawnbrokers and building and loan associations.

### PURPOSE

To protect the public by enforcing the laws governing financial institutions.

### REFERENCE

S

Banking Code, Department of Banking Code, Building and Loan Code, Small Loan License Act, Consumer Discount Company Act, Credit Union Act, Pawnbrokers Act and regulations of various State Departments.

### PERSONNEL

160F





DEPARTMENT OF BANKING

EXECUTIVE BUREAU

ACTIVITY PERFORMED NO.1

Maintenance of offices of the Department, involving all accounting work incident thereto, the typing of bank examination reports, all secretarial work, filing and such clerical help as needed to efficiently operate in performance of the same.

This work is carried on at the main office at Harrisburg and two district offices located in Philadelphia and Pittsburgh.

PURPOSE

To do all things incident to carrying on the work of supervising and licensing financial institutions including banking institutions, B. & L. associations, small loan companies, consumer discount companies, credit unions and pawnbrokers.

REFERENCE

S-0

Department of Banking Code, Banking Code, Building and Loan Code, Small Loan License Act, Consumer Discount Company Act, Credit Union Act, Pawnbrokers Act, and regulations of various State Departments.

PERSONNEL

46F

1PT



DEPARTMENT OF BANKING

EXECUTIVE BUREAU

ACCOUNTING DIVISION

ACTIVITY PERFORMED NO. 1

Required budget reports. Required budget records. Report to Revenue Department on estimated receipts. Prepare budget and necessary revision thereof. Keep double entry set of books on accrual basis which are maintained on a functional or activity basis rather than on an object basis. Keep individual ledger accounts with all institutions under supervision. Keep control of outstanding accounts in general ledger. Receive payments, issue official revenue receipts, list and transmit on forms required by Department of Revenue to that Department. Follow up and collect unpaid bills. Receive examiners' time sheets and calculate charges and issue bills to institutions. Prepare all requisitions, audit and invoice expense accounts and bills for supplies, rent, etc. Receive checks for same from State Treasurer and distribute same.

PURPOSE

To budget and account for all monies received and disbursed in connection with supervising and licensing of financial institutions.

REFERENCE

S-O

Department of Banking Code, Banking Code, Building and Loan Code, Small Loan License Act, Consumer Discount Company Act, Credit Union Act, Pawnbrokers Act and regulations of Budget Bureau, Personnel Bureau, Governor's Office, Auditor General, Revenue, and Property and Supplies Departments.



ACCOUNTING DIVISION

ACTIVITY PERFORMED NO. 2

Prepare purchase request for signature of Comptroller. Record receipt of materials, check bills and pay same.

PURPOSE

To keep Department supplies with all materials necessary in connection with supervising and licensing of financial institutions.

REFERENCE

S-0

Department of Banking Code, Banking Code, Building and Loan Code, Small Loan License Act, Consumer Discount Company Act, Credit Union Act, Pawnbrokers Act and regulations of Budget Bureau, Personnel Bureau, Governor's Office, Auditor General, Revenue, and Property and Supplies Departments.



ACCOUNTING DIVISION

ACTIVITY PERFORMED NO. 3

Keep personnel card record prescribed by Budget Bureau.  
Prepare "request for change in personnel" forms and maintain change sheets.

PURPOSE

To handle all personnel matters in connection with supervision and licensing of financial institutions.

REFERENCE

S-0

Department of Banking Code, Banking Code, Building and Loan Code, Small Loan License Act, Consumer Discount Company Act, Credit Union Act, Pawnbrokers Act and regulations of Budget Bureau, Personnel Bureau, Governor's Office, Auditor General, Revenue, and Property and Supplies Departments.

PERSONNEL

2F

1PT





DEPARTMENT OF PAROLE

SECRETARIAL-STENOGRAPHIC-TYPIST

ACTIVITY PERFORMED

Secretarial work for Deputies and other executive heads, involving correspondence, collection of information for executive action and keeping of related records. Typing and proofreading examination reports.

This work is done at Harrisburg, Pittsburgh and Philadelphia District offices. The typists at each office are under a supervisor who performs some secretarial duties.

PURPOSE

To transmit to institutions under supervision orders, information, regulations, etc., resulting from the examination of the same to place in the records in required form the results of the examination and correspondence relative thereto.

REFERENCE

0

Practices and policies of Department as result of requirements of statutes on supervision.

PERSONNEL

38F



DEPARTMENT OF BAILING

EXECUTIVE BUREAU

CLERICAL DIVISION

ACTIVITY PERFORMED

Filing correspondence and examination reports. Mailing,  
Chauffeur. Cleaning.

This work is performed in Harrisburg office.

PURPOSE

Maintenance of departmental records. Mailing. Chauffeur.  
Cleaning.

REFERENCE

O  
Practices and policies of Department.

PERSONNEL

5F



DEPARTMENT OF BANKING  
BANK AND TRUST COMPANIES

ACTIVITY PERFORMED

Examination and supervision of banking institutions, procurement and analysis of other reports of various nature, investigation and examination of consumer credit agencies, criminal prosecutions. Formulate plans of reorganization based upon charter applications, charter amendments, by-laws, mergers, branches, capital adjustments, etc. Confer with Federal authorities on joint problems.

PURPOSE

To enable the Department to enforce the laws concerning banks and other financial institutions.

REFERENCE

5  
Banking Code, Department of Banking Code.

PERSONNEL

72F  
2PT



DEPARTMENT OF BANKING  
BANK AND TRUST COMPANIES BUREAU  
EXAMINATION DIVISION

ACTIVITY PERFORMED

Examining books, records and affairs of banking institutions.

PURPOSE

To procure information used by Department in supervision and law enforcement.

REFERENCE

S  
Banking Code, Department of Banking Code

PERSONNEL

54F





DEPARTMENT OF BANKING  
BANKS AND TRUST COMPANIES  
REPORTS AND STATISTICS UNIT

ACTIVITY PERFORMED      NO. 1

Check reports of examination; rate securities lists for all Districts;  
prepare securities lists for Harrisburg District from examiners' cards;  
prepare comparative analysis of reports of examination.

PURPOSE

To complete examination reports and determine their accuracy.

REFERENCE

S  
Banking Code.

PERSONNEL

LR



BANKS AND TRUST COMPANIES

REPORTS AND STATISTICS UNIT

ACTIVITY PERFORMED NO. 2

Receive and examine earnings reports and correspond with banking institutions concerning matters relating to retirement of preferred stock. Receive and analyse periodic reports with reference to retirement of preferred stock; receive and record the oaths of directors and trustees of banking institutions; receive and inspect reports of audits made by directors or accountants. Disbursement of income on securities pledged with Department for various reasons.

PURPOSE

To enforce charter provisions relating to preferred stock and meet requirements of law relating to directors oaths, internal audit reports; to comply with terms of agreement.

REFERENCE

O  
Practice and policy.

PERSONNEL

1F



DEPARTMENT OF BANKING  
SAVINGS AND TRUST COMPANIES  
REPORTS AND STATISTICS UNIT

ACTIVITY PERFORMED No. 3

Receive and tabulate reports of condition of banking institutions; tabulate reports of condition of B. & L. associations; tabulate reports of earnings for banking institutions. Issue statements containing statistics resulting from tabulations. Maintain files in connection with reports of condition of banking institutions.

PURPOSE

To disseminate information to public and to show trends for Department use.

REFERENCE

O  
Practice and policy

PERSONNEL

2F  
1PT



SAVINGS AND TRUST COMPANIES  
REPORTS AND STATISTICS UNIT

ACTIVITY PERFORMED NO. 4

Prepare reports for Auditor General's Department re capital structure of banking institutions.

PURPOSE

To permit Auditor General to check compliance with State law relating to deposits of State funds.

REFERENCE

0 - Practice and policy.





REPORT  
PATENT AND TRUST COMPANIES  
REPORTS AND STATISTICS UNIT

ACTIVITY PERFORMED NO. 5

Mimeograph and Ditto work as required. Addressograph work as required. Inventory, receiving, storing and disbursement of supplies. Storage of records in Pent House.

PURPOSE

Serving entire Department



PAWNS AND TRUST COMPANIES

CONSUMER CREDIT DIVISION

ACTIVITY PERFORMED

1. Receive applications, make investigations and surveys and license annually all small loan and consumer discount companies and pawnbrokers.
2. Confer and correspond with public; furnish interpretations of legal and general provisions of the statute; promulgate rules and regulations for operation of business; investigate and act on applications for license; arrange for examinations of licensees; analyse reports of examinations; conduct hearings and correspond with licensees concerning reports of examinations; issue call reports of pawnbrokers; analyse, check and supervise tabulations of call reports; investigate violations of act and institute prosecutions.
3. Charter all credit unions after necessary investigation. In connection with credit unions, pass upon charter applications, amendments, by-laws, mergers, capital adjustments, voluntary dissolutions, etc. Confer and correspond with public; furnish interpretations of legal and general provisions of the statute; arrange for examinations of credit unions; analyse reports of examinations; conduct hearings and correspond with officers concerning reports of examinations; issue call reports of credit unions; analyse, check and supervise tabulation of call reports; investigate violations of act and institute prosecutions.

PURPOSE

To enable the Department to enforce the laws concerning small loan and consumer discount companies, credit unions and pawnbrokers.

REFERENCE

S

Small Loan License Act, Credit Union Act, Consumer Discount Company Act and Pawnbrokers Act.

PERSONNEL

A-F



INC  
BANKS AND TRUST COMPANIES  
CONSUMER CREDIT DIVISION

ACTIVITY PERFORMED NO. 4

Examine books, records and affairs of small loan and consumer discount companies, credit unions and pawnbrokers.

PURPOSE

To provide information used by Department in licensing, supervising and enforcing laws of Commonwealth.

REFERENCE

5

Small Loan License Act, Credit Union Act, Consumer Discount Company Act and Pawnbrokers Act.

PERSONNEL

4F



BUILDING AND LOAN  
EXAMINATION DIVISION

ACTIVITY PERFORMED NO. 1

Examination and supervision of B. & L. associations; procurement and analysis of reports of various natures; investigations; criminal prosecutions. Confer with Federal authorities on joint problems. Formulate plans or reorganizations, pass upon charter applications, charter amendments, by-laws, mergers, capital adjustments, voluntary liquidations, etc.

This work is done at Harrisburg and Philadelphia.

PURPOSE

To enable Department to enforce the laws covering B. & L. associations.

REFERENCE

3 - Building and Loan Code, Department of Banking Code.

PERSONNEL

40F





BUILDING AND LOAN  
EXAMINATION DIVISION

ACTIVITY PERFORMED NO. 2

Examine books, records and affairs of B. & L. associations.

This work is done through offices at Harrisburg, Philadelphia and Pittsburgh.

PURPOSE

To procure information used by Department in supervision and law enforcement covering B. & L. associations.

REFERENCE

S - Building and Loan Code

PERSONNEL

25F



ACTIVITY PERFORMED NO. 1

Registration of dealers, investment advisers, salesmen, and solicitors, holding hearings when deemed necessary, investigation and prosecution of violations both by registered and unregistered persons, examination of prospecti and circulars filed by dealers; issuance of bi-monthly bulletins.

PURPOSE

To enable the Commission to enforce the laws covering securities dealers, Inc.

REFERENCE

S - Act of 1941, P. L. 317

PERSONNEL

12F



FINANCIAL SECTIONACTIVITY PERFORMED NO. 2

Keep records of all meetings, proceedings, determinations, rulings and orders of Commission; take testimony at hearings; stenographic, typing and mimeographing work; handle correspondence; examine applications for registration of salesmen and solicitors; review annual renewal applications of dealers, investment advisers, salesmen and solicitors and recommend approval or disapproval of same.

PURPOSE

Routine office procedure and compliance with the Act as indicated.

REFERENCE

S-O - Sections 10, 13, 15, 17, and 18 of the Act of 1941, P. L. 317, and practice and policy of the Commission.

PERSONNEL

4F



SECURITIES COMMISSION

EXAMINATION SECTION

ACTIVITY PERFORMED NO. 3

Analyze applications for registration of dealers in securities and investment advisers with recommendations for Commission action; examine books of registered dealers and investment advisers if required; examine annual renewal applications for registration of all dealers in securities and investment advisers; investigate complaints or evidence of violations of the provisions of the Securities Act, prepare reports and, if authorized, lodge information for warrants and testify at hearings and trials.

PURPOSE

Preparation of information for final action by the Commission in compliance with the Act as indicated.

REFERENCE

S-0 - Sections 4, 6, 10, and 26 of the Act of 1941, P. L. 317, and practice and policy of the Commission.

PERSONNEL

1F





## INVESTIGATION NO. 3

### ACTIVITY PERFORMED NO. 4

Investigate any complaints or evidence of violations of the Securities Act; secure statements and affidavits, prepare reports, lodge information for warrants, testify at hearings and trials; examine books of registered dealers and investment advisers.

### PURPOSE

This function is necessary in seeing that the requirements of the Act are properly administered.

### REFERENCE

S-0 - Section 26 of Act of 1941, P. L. 317, and practice and policy of the Commission.

### PERSONNEL

1F



## PENNSYLVANIA AERONAUTICS COMMISSION

### EXECUTIVE ADMINISTRATIVE

#### ACTIVITY PERFORMED NO. 1

As executive director apply the statutory powers and duties of the Aeronautical Code and effect the policies and the administrative operation of the aviation function as promulgated by the Pennsylvania Aeronautics Commission; direct the regulatory powers and promulgate rules and regulations for the operation of aircraft and airports within the state; maintain contacts and represent the Commonwealth in dealings with the Federal Aeronautics Administration and related state bodies; maintain close contact with the U. S. Department of Commerce, Federal Government and State governments relative to aviation activities; maintain close contact with the transport airlines as such activities affect the operations of the Commission.

#### PURPOSE

Organization, administration and supervision of the functions of the Commission under the Aeronautical Code.

#### REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

#### PERSONNEL

1 (P)



ACTIVITY PERFORMED NO. 5

Receive and transmit all fees to Secretary of Revenue via Department of Banking, maintain all records in connection with the registration of dealers, investment advisers, salesmen and solicitors.

PURPOSE

For issuance of identifying certificates as required by the Act and maintenance of official records.

REFERENCE

S-O - Sections 6, 7, 8, and 27 of the Act of 1941, P. L. 317, and practice and policy of the Commission.

PERSONNEL

2F



ACTIVITY PERFORMED NO. 6

Handle mail, record all monies received, and maintain all files; prepare printout of all transactions; prepare requisitions for supplies and services; maintain new issue record.

PURPOSE

For issuance of identifying certificates as required by the Act and maintenance of official records.

REFERENCE

0 - Practice and policy of the Commission

PERSONNEL

2F





PY K424.2  
F 979  
pt. 2

Section II

FUNCTIONAL DESCRIPTION OF ACTIVITIES

OF THE

CIVIL SERVICE COMMISSION  
DEPARTMENT OF COMMERCE  
PENNSYLVANIA POST WAR PLANNING COMMISSION  
BOARD OF FISH COMMISSIONERS  
DEPARTMENT OF FOREST AND WATERS

COMPILED FOR THE

REORGANIZATION AND CLASSIFICATION COMMITTEE

PENNSYLVANIA ECONOMY LEAGUE, INC.  
HARRISBURG, PA.  
Library

HARRISBURG  
PENNSYLVANIA

NOVEMBER  
1944



As a basis for studying in detail the functions of state government, the Reorganization and Classification Committee obtained from each department, board, or commission a complete factual statement of:

- (a) Each specific job or activity performed by the agency
- (b) The purpose served by each job or activity
- (c) The federal or state law, agency regulation, executive order or policy requiring the performance of the job or activity, which are abbreviated as follows:

"F"=Required by federal statutes or regulation  
(Show statute, article, section, etc.)

"R"=Required by department, board or commission  
regulation (Show regulation number or date)

"O"=Not required by any of the foregoing but carried  
on as a matter of policy or practice

"S"=Required by state law (Show pamphlet law number  
with articles, section, etc.)

"E"=Required by Executive Board or Governor's Office  
(Show date of order)

- (d) . The number of persons required on a full or part time  
basis to perform each job or activity

Since this was the first inventory of its kind in the history of the state government, the Committee has compiled the information for future reference and use into the following sections:



Section I	Governor's Office Department of Agriculture Department of Banking
Section II	Civil Service Commission Department of Commerce Pennsylvania Post War Planning Commission Board of Fish Commissioners Department of Forest and Waters
Section III	Pennsylvania Game Commission Department of Health
Section IV	Department of Highways
Section V	Insurance Department Department of Justice Department of Labor and Industry Department of Military Affairs Milk Control Commission Department of Mines Pennsylvania Board of Parole Pennsylvania Historical and Museum Commission
Section VI	Pennsylvania Liquor Control Board
Section VII	Pennsylvania Public Utility Commission Pennsylvania State Police Department of Property and Supplies Department of Public Instruction
Section VIII	Department of Public Assistance
Section IX	Department of Revenue Department of State
Section X	Department of Welfare



STATE CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 1

State Civil Service Commission

Establish, adopt, and amend Civil Service Rules for making effective the provisions of Act 286, August 5, 1941.

PURPOSE

To administer civil service in the appropriate Boards, Bureaus, and Departments of the Commonwealth in accordance with Civil Service Act 286 of August 5, 1941, Act 363 of June 4, 1943, and individual Rules and Regulations of the respective Boards, Bureaus, and Departments

REFERENCE

S - Acts 286 and 363, Sec. 4

PERSONNEL

2 PT<sup>2</sup>





STATE CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 2

Direction and review of preparation and administration of civil service examinations and the scoring procedures therefor.

PURPOSE

Examinations are prepared, conducted and scored at the direction of the Commission.

REFERENCE

S - C. 286, Article V. Section 501

PERIOD

2 PT \*



STATE CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE SERVICES DIVISION

ACTIVITY PERFORMED NO. 3

Establishment of Employment and Promotional Lists

PURPOSE

Eligible lists are established by official signature.

REFERENCE

S- Act 286, Article V, Section 501

PERSONNEL

2 PT \*



STATE CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO.4

Hold Public Hearings

PURPOSE

In cases of demotion, furlough, suspension and removal, the Commission conducts appeal hearings and renders decisions.

REFERENCE

S - Act 286, Article II, Section 203

PERSONNEL

2 PT \*



STATE CIVIL SERVICE COMMISSION

Page 117

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 5

Secretarial and Stenographic services to the Commissioners

PURPOSE

The taking of verbatim notes of testimony, transcription and preparation of all data pertinent to appeal hearings, and to conference conducted by Commissioners. Maintenance of confidential files and public records including an Appeal Docket, and the Commission's official minutes.

REFERENCE

PERSONNEL

2 FT





STATE CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 6

Authorizes personnel actions.

PURPOSE

The Commission acts as the appointing authority in the selection of its personnel passing on appointments, reclassifications, and promotions in accordance with civil service procedure. The Commission also reviews and certifies budgets, payrolls, purchase orders, requisitions, per diem requests, and expense vouchers.

REFERENCE

S - Act 286, Article II, Section 206

PERSONNEL

2 PT \*

- \* Two Commissioners presently serving on a per diem basis. Vacancy created by recent death of Chairman unfilled. Compensation limited by law to \$1500.00 per annum.



STATE CIVIL SERVICE COM

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 1

Administrative Personnel

Administration of Civil Service Policy and Procedure.

PURPOSE

- a. Under direction of the State Civil Service Commission administration of policy and procedure in accordance with Civil Service Acts and the separate rules and regulations for each of the respective appointing authorities.
- b. Supervision of recruitment, announcements of examinations; administration and scoring of examinations.

REFERENCE

- 1 - Acts 286 and 363
- 2 - Act 286, Article V, Section 501

PERSONNEL

1 FT

1 FT



STATE CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 2

Administration of Personnel of the Commission.

FUNCTIONS

a. Necessary postings and recordings for the appropriate personnel history on each employee.

b. Maintenance of personnel records, including the preparation of personnel files and the maintenance of personnel records.

c. Promotion of good employee relationship and clearance of matters generally affecting personnel.

REFERENCE

0

0

S - Act 286, Article II, Section 205

PERSONNEL

1 FT



201513

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 2

Correspondence with individuals.

PURPOSE

This is of a non-technical nature but of greater than average difficulty and outside the realm of routine mail. Office Procedure.

REFERENCE

0

PERSONNEL

2 PT





SIGNAL OFFICE SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 4

Maintenance of confidential files.

PURPOSE

Matters of the Commission's policy, procedure, correspondence of each appointing authority serviced by the Commission, correspondence other than that of a general nature. For efficient administration.

REFERENCE

0

PERSONNEL

1 FT



CIVIL SERVICE COMMISSION

COMMISSION

ADMINISTRATIVE PERSONNEL COMMISSION

ACTIVITY PERFORMED NO. 5

Secretarial and Stenographic services in connection with Administration.

PURPOSE

Regular office procedure.

REFERENCE

0

PERSONNEL

1 FT

Note:

No. of Agencies Served.....7  
Approximate Average No. of Employees...11,000

All employees referred to in this report as part-time are our regular salaried employees who interchange with different sections under our pooling plan.



EXAMINATION

CLASSIFICATION, RECRUITMENT,

S. 104, 2, 105, 2, 106, 2, 107, 2

ACTIVITY PERFORMED NO. 1

Drafting public announcements

PURPOSE

Announcement used to inform public of examinations.

REFERENCE

PERSONNEL

S. 104

ACTIVITY PERFORMED NO. 2

Preparation of test material, test analysis and maintenance of test item library.

PURPOSE

Test material used in testing applicants in examinations

REFERENCE

S - Act 280, Art. V, Sec. 502

PERSONNEL

S. 104

ACTIVITY PERFORMED NO. 3

Drafting examination instructions.

PURPOSE

Instructions used to acquaint examinees, proctors, and administrators with

REFERENCE

S - Act 280, Art. V, Sec. 503

PERSONNEL

S. 104



Applications required in examinations for administrative positions and evaluation of education and experience.

REFERENCE

S - Act 235, Art. V

PERSONNEL

8 PT

ACTIVITY PERFORMED NO. 5

Scoring of examinations.

PURPOSE

Scores of examinees used to determine standings on eligible lists.

REFERENCE

S - Act 235, Art. V

PERSONNEL

6 PT

ACTIVITY PERFORMED NO. 6

Combining test scores and establishing eligible lists.

PURPOSE

Eligible lists used for selection of personnel.

REFERENCE

S - Act 235, Art. V

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 7

Maintenance of library.

PURPOSE

Library used for reference purposes in activities of the agency.

REFERENCE

0

PERSONNEL

1 PT





GATEWAY

ACTIVITY PERFORMED NO. 1

Investigation of applicants for civil service positions.

PURPOSE  
To determine what applicants have the moral character, experience and other qualifications specified by the Commission.

REFERENCE

S - Act 236, Article V, Section 501

PERSONNEL

8 FT

ACTIVITY PERFORMED NO. 2

Verification of application information.

PURPOSE

To determine what applicants have the moral character, experience and other qualifications specified by the Commission.

REFERENCE

S - Act 236, Article V, Section 501

PERSONNEL

0 FT

ACTIVITY PERFORMED NO. 3

Preparation of reports on cases of frauds, misstatements or misrepresentation.

PURPOSE

For review of cases to determine penalties.

REFERENCE

S - Act 236, Article V, Section 501, Article III, Section 902.

PERSONNEL



ACTIVITY PERFORMED NO. 4.

Misplacement of confidential reports files

PURPOSE

Separation from public file of reports and confidential material from previous employers.

REFERENCE

S - Act 286, Article II, Section 210

PERSONNEL

4 FT

ACTIVITY PERFORMED NO. 5

Study and analysis of desirable qualifications related to the various examinations, and preparation of adequate evaluating formulas and charts.

PURPOSE

To insure the fair evaluation of each applicant's qualifications in relation to positions applied for.

REFERENCE

S - Act 286, Article V, Section 502

PERSONNEL

4 FT

ACTIVITY PERFORMED NO. 6

Determination of each applicant's minimum qualifications for each position under consideration.

PURPOSE

To determine that each applicant meets the minimum qualifications specified in the public announcement.

REFERENCE

S - Act 286, Article V, Section 502

PERSONNEL

4 FT

ACTIVITY PERFORMED NO. 7

Evaluation of applicant's experience and training.

PURPOSE

Converting background into terms of scores or grades.

REFERENCE

S - Act 286, Article V, Section 502

PERSONNEL

4 FT



ACTIVITY PERFORMED NO. 5

Verification of claims for Veterans' Preference Credits and certification of veteran status to appointing authorities.

PURPOSE

To grant 10 points credit only to those who are legally eligible.

REFERENCE

S = Act 324 ~ 1941

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 9

Determination of applicant's citizenship and legal residence status.

PURPOSE

To bar non-citizens and non-residents from examinations.

REFERENCE

S= Act 286, Article II, Section 201

PERSONNEL

8 FT



ACTIVITY PERFORMED NO. 1

Supervision of all accounting, procurement, janitorial, and clerical services.

PURPOSE

(If necessary)

REFERENCE

0

PERSONNEL

1 AT





STATE CIVIL SERVICE COMMISSION

ACCOUNTING

ACTIVITY PERFORMED NO. 2

Preparation and approval of all appropriation requisitions and maintenance of the necessary books and records in this connection.

PURPOSE

Necessary State procedure to obtain approval and payment of bills through the Auditor General's and State Treasurer's Departments and to have proper records for audit purposes.

REFERENCE

S - Administrative Code, P.L. 177, as amended, Section 701-D-E

PERSONNEL

1 PT



STATE CIVIL SERVICE COMMISSION

ACCOMPLISHMENT

ACTIVITY PERFORMED NO. 3

Preparation and approval of all Payroll Requisitions of both salaried and per diem employees including proctors and administrators for examination program and maintain all necessary cards and records in this connection.

PURPOSE

Necessary State procedure to obtain approval and payment through Auditor General's and State Treasurer's Departments and to have proper records for audit, tax and insurance purposes.

REFERENCE

S - Administrative Code, P.L. 177, as amended, Section 701-D-E

PERSONNEL

1 PT



STATE CIVIL SERVICE COMMISSION

ACCOUNTING

ACTIVITY PERFORMED NO. 4

Approval of Purchase and Printing Requests.

PURPOSE

To assure proper budget control of purchases.

REFERENCE

0

PERSONNEL

1 PT



STATE CIVIL SERVICE COMMISSION

ACCOUNTING

ACTIVITY PERFORMED NO. 5

Issuance and certification of hotel and transportation orders.

PURPOSE

To assure proper control of traveling expenses.

REFERENCE

PERSONNEL

1 PT





STATE CIVIL SERVICE COMMISSION

ACCOUNTING

ACTIVITY PERFORMED NO. 6

Preparation of Budget, both Biennial and Semi-Annual, and keeping of necessary ledger and records pertaining to it.

PURPOSE

To meet State requirements.

REFERENCE

S - Administrative Code, P.L. 377, as amended, Section 606

PERSONNEL

1 PT



ACCOUNTING

ACTIVITY PERFORMED NO. 7

Computing and billing monthly the different agencies for our services, maintaining a journal and general ledger for their accounts, also receiving \_\_\_\_\_ from the Revenue Department.

PURPOSE

To meet requirements of Act.

REFERENCE

S - Act 231, Section 212-(b)

PERSONNEL



ACCOUNTING

ACTIVITY PERFORMED NO. 8

Receiving and forwarding checks to vendors of  
our accounts.

PURPOSE

For the purpose of receiving and forwarding checks to vendors of our accounts.

REFERENCE

PERSONNEL

1 PT



DATA SERVICE

ACCOUNTING

ACTIVITY PERFORMER NO. 2

Making survey, making, the survey of the survey  
piling reports requests

PURPOSE

Regular work of the code

REMARKS

0

REMARKS

1 2 3





## ACCOUNTING

Regular office procedure.

## REFERENCE



ACCOUNTING

TEST ADMINISTRATION

ACTIVITY PERFORMED NO. 1

Distribution of announcements of examinations.

10/1/54

10, 1954

10/1/54

10, 1954  
Article I, Section  
Section 504

PERSONNEL

30 PT



SECRET

ACCOUNTING

ELSP ADMINIS

ACTIVITY PERFORMED NO. 2

Maintain mailing lists, with addressograph service, for required public notices and announcements.

PURPOSE

To keep up-to-date mailing lists for sending out public notices and announcements.

REFERENCE

S - Act 286, Article I, Section 3-0 and Article V, Section 504

PERSONNEL



STATE CIVIL SERVICE EXAMINATIONS

ACCOUNTING

TEST ADMINISTRATION

ACTIVITY PERFORMED NO. 2

Apportionment of application blanks to distribution centers.

PURPOSE

To distribute application blanks to centers for public distribution.

REFERENCE

2 - 1 - 10000 - 10000

PERSONNEL

10 PE





STATE CIVIL SERVICE COMMISSION

ACCOUNTING

TEST ADMINISTRATION

ACTIVITY PERFORMED NO. 4

Preparation for scheduled examinations which entails records of assignments, assignment notices, packing and shipping material to examination centers.

PURPOSE

Preparation for scheduled examination.

REFERENCE

0

PERSONNEL

16 PT



STATE CIVIL SERVICE COMMISSION

ACCOUNTING

TEST ADMINISTRATION

ACTIVITY PERFORMED NO. 5

Maintain multilith and mimeograph unit for the duplication of forms used by the Commission, and highly confidential material, such as the Question Booklets needed for examinations. We maintain an adequate supply of forms.

PURPOSE

To maintain adequate supplies of forms and materials used by the Commission,

REFERENCE

0

PERSONNEL

2 FT  
10 FT



STATE CIVIL SERVICE COMMISSION

ACCOUNTING

TEST ADMINISTRATION

ACTIVITY DESCRIBED IN:

Typing and checking Employment and Promotion Lists, notices of results of examinations, and other clerical work in connection with the processing of examination program.

PURPOSE

To type and check lists and notices for completeness and accuracy and to do other clerical work in connection with processing an examination.

REFERENCE

S - Act 286, Article V, Section 505, 506

PERSONNEL

15 PT



ACTIVITY PERFORMED NO. 7

Maintain a pool of clerks, stenographers, and typists.

PURPOSE

This section functions as a pool whereby the services of the clerks, stenographers, and typists are available at all times to other departments handling extra assignments or during their peak loads.

REFERENCE

0

PERSONNEL

15 PT





STATE CIVIL SERVICE COMMISSION

ACCOUNTING

OFFICE SERVICE

ACTIVITY PERFORMED NO. 1

Direction of procurement and purchase of material, equipment and services.

PURPOSE

Self-explanatory

REFERENCE

0

PERSONNEL

1 FT

ACTIVITY PERFORMED NO. 2

Preparation of Purchase Requests, Printing Requests, Local Purchase Orders, Local Purchase Proposals and Receiving Records; expedition of shipments and check of materials received.

PURPOSE

To secure necessary material and equipment for operation.

REFERENCE

S -

Section 507 - Administrative Code; Also as amended Act 116, 1943.

PERSONNEL

3 PT



PURPOSE

To properly preserve material and assure proper accounty of same.

REFERENCE

0

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 4

Securing space for storage of records and preparing lease requests for such space.

PURPOSE

To properly preserve important records.

REFERENCE

3-

Act 286, Article V, Section 501

PERSONNEL

2

ACTIVITY PERFORMED NO. 5

Preparing lease requests for rooms used in examination centers.

PURPOSE

To provide for payment of rental on quarters used for examinations.

REFERENCE

S - Act 286, Article V, Section 501

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 6

Distribution of stock as and when requisitioned by various departments and deduction from inventory.

PURPOSE

To assure proper operation of office and provide records for maintenance of stock and information for intelligent and economical replacement of stock as needed.

REFERENCE

3

PERSONNEL

2 PT



ACTIVITY PERFORMED

Maintaining of mail and messenger service.

PURPOSE

To provide prompt and efficient mail and messenger service to all departments and with the public.

REFERENCE

0

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 8

Preparation of equipment inventory control.

PURPOSE

To provide proper accounting of equipment and furniture and provide a basis for efficient and economical use of present equipment and intelligent purchase of additional required equipment.

REFERENCE

0

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 9

Maintaining and operating building and all rooms including minor repairs and providing watchman service constantly.

PURPOSE

To provide efficient and comfortable working quarters for employees and assure the safety of valuable and confidential records.

REFERENCE

0

PERSONNEL

4 PT

2 PT

ACTIVITY PERFORMED NO. 10

Maintaining wash and rest rooms for female employees, and a hospital room for female employees.

PURPOSE

To provide for comfort of female employees and in accordance with State Regulation.



REFERENCE

Act 466, 1913 as amended, sec. 51

PERSONNEL

ACTIVITY PERFORMED NO. 11

Maintaining repairing and refinishing service for furniture.

PURPOSE

To preserve and extend the useful period of furniture and improve the general appearance of offices.

REFERENCE

0

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 12

M Maintaining and operating automobiles.

PURPOSE

Collecting and delivering mail among various State agencies and providing transportation for State employees and other employees on official business.

REFERENCE

0

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 13

Procurement and maintenance service contracts and repair service for all machines and equipment.

PURPOSE

To provide continuous and efficient operation of all equipment.

REFERENCE

0

PERSONNEL





AERONAUTICS COMMISSION

AIRPORT MAINTENANCE

ACTIVITY PERFORMED NO. 4

Mechanical maintenance, inspection, adjustment, repair and cleaning of state owned aircraft. (4 planes)

PURPOSE

Maintain aircraft in first class operating condition.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451.

PERSONNEL

1 (F)



## RELATIONS AND QUALIFICATION

3131-32

### ACTIVITY PERFORMED NO. 1

Supervision of all the activities of a clerical and typing staff engaged in certifying lists of eligibles for State, County, and District positions with the Department of Public Assistance, Bureau of Employment and Unemployment Compensation, Department of Health, and Department of Education.

### PURPOSE

Certification is used to mean the act of authoritative endorsement and transmittal of names from appropriate lists from which the various appointing authorities must choose their personnel.

### REFERENCE

S - Act 286, Article VI, Section 01, 02

### PERSONNEL

1 FT

### ACTIVITY PERFORMED NO. 2

Supervision of recording of all appointments, reclassifications, promotions, transfers, and all types of separations from each of the above appointing authorities and to record all removals made by the Pennsylvania Liquor Control Board.

### PURPOSE

Maintain a complete and continuous record of all individuals who are either eligible for a position or who are incumbent in the Classified Service.

### REFERENCE

Act 286, Article VI, Section 01, 02

### PERSONNEL

1 FT



of eligibility in being considered.

4. Certification to appointing authority in appropriate files.

5. Checking and recording appointment of eligibles from certified list.

6. Recording completion of probationary period.

7. Certification to appointing authority of qualified persons for provisional appointments in absence of eligible lists.

8. Recording of provisional appointments.

9. Certification to appointing authority of qualified persons from eligible lists for temporary appointment.

10. Recording temporary appointments.

11. Recording of emergency appointments.

12. Maintaining record of Service Ratings for all employees in Classified Service.

13. Recording transfer of classified employees from positions under the jurisdiction of one appointing authority to a position under the jurisdiction of another.

14. Check all salary increases in accordance with Increment Plan of each appointing authority.

15. Recording all salary increases.

16. Recording demotions.

17. Recording of all transfers from the classified service.

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•  
•

18. Cancellation of eligibility, as authorized by the Commission.

19. Adjusting eligible lists for change of name, change of legal and mailing address, and correction of clerical errors.

20. Notifying eligibles of change of announced ratings as result of clerical error.



21. with eligibles, transcripts, and appointing authorities.

22. all forms and all correspondence handled by Section.

23. In cooperation with the Examination Division, determining eligibility of employees for placement on promotion lists.

24. Preparation of reports on eligible lists and the number of availables thereon; numbers of requisitions and certifications; availability verification; personnel actions; letters written, and changes of name and address; monthly report on number of provisionals; others requested from time to time by the Commission and its Administrative Assistant.

#### PLANS

Plans 3 to 24 are procedures necessary for the maintenance of a record of all transactions that occur on eligible lists.

#### REFERENCES

- 1 - Act 286, Section 601-2-3-4-5-6
- 1 - Act 286, Section 704-5-6
- 1 - Act 286, Section 403
- 5 - Act 286, Section 801-2-3-4-5-6-7-
- 5 - Act 286, Section 507
- 2
- 5 - Act 286, Article VI

#### PLANS

12 37





## 330 CREDITS



DEPARTMENT OF COMMERCE

EXECUTIVE

ACTIVITY PERFORMED NO. 1.

Promulgate and effect the execution of the (1) policies, (2) executive and administrative work, (3) statutory powers and duties as provided under the Commerce Law and other applicable statutes.

PURPOSE

The performance of the statutory powers and duties provided by law.

REFERENCE

S Act 51, 1939, P. L. 111  
S Act 125, 1941, P. L. 275  
S Act 35, 1937, P. L. 109  
S Act 32, 1936 Spec., P. L. 81

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE

RESOLUTION

ACTIVITY PERFORMED NO. 2

Promulgate and effect the execution of the (1) policies, (2) executive and administrative work, (3) statutory powers and duties as provided under the Commerce Law and the Administrative Code and the direction of the Industrial Function of the department.

PURPOSE

The performance of the statutory powers and duties provided by law and the promulgation and direction of a program of effective promotion and encouragement of business, industry and commerce in the Commonwealth.

REFERENCE

S Act 224, 1933, P. L. 1001 as amended by Act 203,  
1943, P. L. 451  
S Administrative Code, Art. XXV-B

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE

EXECUTIVE

ACTIVITY PERFORMED NO. 3

Executive and administrative secretarial, stenographic, correspondence and typing service.

PURPOSE

Performance of official and confidential secretarial duties for the executive officers of the department.

REFERENCE

S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943, P. L. 451  
S Administrative Code, Art. XXV-B

PERSONNEL

2 (F)





DEPARTMENT OF COMMERCE

ACTIVITY PERFORMED NO. 1

Acting as executive assistant to the Secretary and the Deputy Secretary (1) direct the organizational procedure of the department (2) compile specialized informational summaries as required (3) prepare specialized correspondence (4) compile and prepare information for specialized reports (5) act in an advisory capacity in the administration of the department and (6) liaison between Department of Commerce and departments of state government.

PURPOSE

The effective general administration of the Department of Commerce, State Planning Board, Pennsylvania Aeronautics Commission and the commissions under the direction of the department.

REFERENCE

S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code, Art. XXV-E

PERSONNEL

1 (17)



DEPARTMENT OF COMMERCE

EXECUTIVE

ACTIVITY PERFORMED NO. 5

Chauffeur service for the executive officers of the department as required.

PURPOSE

Accomplishment of motor travel under the official duties of the department.

REFERENCE

S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code, Art. XXV-B

PERSONNEL

1 (PT)



DEPARTMENT OF COMMERCE

ACTIVITY PERFORMED NO. 6

Receptionist service for the executive officers and the administrative heads of the department.

PURPOSE

Routing of callers and visitors on official business to the proper functional contact.

REFERENCE

S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code, Art. XXV-B

PERSONNEL

1 (PT)



DEPARTMENT OF COMMERCE

ACCOUNTING & ADMINISTRATION

ACTIVITY PERFORMED NO. 1

Act as Comptroller of the Department of Commerce including (1) the preparation of biennial budgets (2) direct the personnel system of the department; (3) maintain direct fiscal control of advertising programs and budget; recreational and industrial, assuming full responsibility for the financial contacts between department and advertising agencies; (4) direct the procurement program covering operating supplies and services for the department; (5) supervise the procurement program of printing for the department including the direct contact with printers on specialized literature and the preparation of specifications and production mechanics on special bid printings other than routine printing supplies and materials.

PURPOSE

Direct and administer the fiscal control of all departmental operations, including the department proper, State Planning Board, the Pennsylvania Aeronautics Commission, the Commission on Interstate Cooperation.

REFERENCE

S Act 51, 1939, P. L. 111  
S Act 125, 1941, P. L. 275  
S Act 35, 1937, P. L. 109  
S Act 32, 1936, Spec. P. L. 81  
S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code

PERSONNEL

1 (PT)





DEPARTMENT OF COMMERCE  
ACCOUNTING & ADMINISTRATION

ACTIVITY PERFORMED NO. 2

Acting as assistant to the Comptroller (1) assist in the preparation of biennial budgets; (2) under direction, prepare all personnel files as required under departmental operations; (3) control payments for advertising under the functional programs of the department; (4) assume responsibility for the preparation of requisitions covering procurement of operating supplies, and services and printing; (5) assume responsibility for the preparation of salary and per diem payrolls and the coding and preparation of direct accounting requisitions; (6) compile and direct the preparation of revenue transmittals and refunds; (7) with minimum direction and supervision, facilitate the smooth operation of all departmental functions; (8) related correspondence.

PURPOSE

. With minimum supervision, assist in the administration and direction of the fiscal control of the department, including State Planning Board, Aeronautics Commission, Commission on Interstate Cooperation.

REFERENCE

S Act 51, 1939, P. L. 111  
S Act 125, 1941, P. L. 275  
S Act 35, 1937, P. L. 109  
S Act 32, 1936, Spec. P. L. 81  
S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE  
ACCOUNTING & ADMINISTRATION

ACTIVITY PERFORMED NO. 3

Compilation and interpretation of appropriation expenditures and related application of approved budget estimates under the prescribed and required systems of bookkeeping, accounting and reporting, including all records such as expenditure control ledgers, commitment controls of purchases and printing; functional ledgers for industrial and recreational expenditures, personnel attendance records, withholding tax accumulations; specific analyses as required by the Comptroller's Office relative, to the detailed fiscal operation of the department; related records.

PURPOSE

Budgetary and appropriation liability control of departmental expenditures.

REFERENCE

S Act 51, 1939, P. L. 111  
S Act 125, 1941, P. L. 275  
S Act 95, 1937, P. L. 100  
S Act 32, 1936, Spec. P. L. 81  
S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code

PERSONNEL

1 (F)



ACTIVITY PERFORMED NO. 4

Administrative and fiscal secretarial, stenographic, correspondence and typing service including the preparation, under direction, of all purchase and printing requisitions, accounting reports and summaries, advertising estimates and affidavits of publication, leases and licenses, budgets and related fiscal documents. Perform duties relative to the specialized Robotype reproduction equipment in the department, including the preparation of master rolls and operation of machines.

PURPOSE

General secretarial and typing service in part to the Comptroller's Office and related activities.

REFERENCE

- S Act 51, 1939, P. L. 111
- S Act 125, 1941, P. L. 275
- S Act 35, 1937, P. L. 109
- S Act 32, 1936, Spec. P. L. 81
- S Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451
- S Administrative Code

PERSONNEL

2 (FT)



DEPARTMENT OF COMMERCE  
ACCOUNTING & ADMINISTRATION

ACTIVITY PERFORMED NO. 5

Compilation and preparation of detailed analyses of miscellaneous and minor accounting records such as, automobile costs, advertising analyses, functional summaries and breakdowns, inter-departmental reports and general clerical work of a varied nature as required.

PURPOSE

Compilation and analyses of expenditures for specific reports to other departments of state government and informational summaries as required from time to time.

REFERENCE

S Act 51, 1939, P. L. 111  
S Act 125, 1941, P. L. 275  
S Act 35, 1937, P. L. 109  
S Act 32, 1936, Spec. P. L. 81  
S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code

PERSONNEL

2 (PT)





DEPARTMENT OF CORRECTION

ACCOUNTING & ADMINISTRATION

ACTIVITY PERFORMED NO. 6

Maintenance and operation of the major industrial mailing lists of the department (15,000 plates) and the preparation for mass mailings as directed; direction of the mechanics of preparing mailing for release, including the special mailings as directed by the administrative heads of the department; mailing lists maintenance includes the addition and deletion of names as directed; general mailing function of the department including daily tabulation of postage expenditures and compilation of report for Postal Authorities as required under use of mailing machine.

PURPOSE

Current maintenance of mailing lists of approximately 8M out of state major industrial firms and 7M industrial firms within the Commonwealth employing over 125 employees in operation; facilitate the group mailings of the department using entire lists or selected classifications as required due to the nature of the release.

REFERENCES

S Act 51, 1939, P. L. 111  
S Act 125, 1941, P. L. 275  
S Act 35, 1937, P. L. 109  
S Act 32, 1936, Spec. P. L. 81  
S Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943,  
P. L. 451  
S Administrative Code

PERSONNEL

1 (PT)



DEPARTMENT OF COMMERCE

INDUSTRIAL PROMOTION

ACTIVITY PERFORMED NO. 1

Through direct field contacts with individual business men and leaders in local organizations; (1) supply and interpret economic data pertinent to particular problems and localities; (2) suggest means of meeting adverse business and industrial situations; (3) aid in the building of local promotional organization; (4) assist in making contacts with new industrial prospects, cooperating in related negotiations; (5) facilitate contacts with regulatory governmental agencies; (6) stimulate local and regional action; (7) perform special field surveys required under Industrial Function of the Department.

PURPOSE

Promotion and encouragement of the prosperous development and the protection of the legitimate interests and welfare of Pennsylvania business, industry and commerce, within and without the Commonwealth.

REFERENCE

S Act 51, Session 1939, Section 3

PERSONNEL

5 (F)



DEPARTMENT OF COMMERCE

INDUSTRIAL PROMOTION

ACTIVITY PERFORMED NO. 2

Administrative secretarial, stenographic, correspondence and typing service.

PURPOSE

Performance of secretarial duties for industrial representatives.

REFERENCE

S Act 51, Session 1939, Section 3

PERSONNEL

2 (PT)



DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE

ACTIVITY PERFORMED NO. 1.

General

1. Preparing, assembling, analyzing and disseminating informational material concerning matters of public interest descriptive of the various functional activities of the department; industrial, aeronautics, interstate cooperation, anthracite coal activity, planning, and related subjects as required; preparation of copy for publications used in the functional operations of the department including news sheets as published.

PURPOSE

Publicizing and promoting the activities of the department including the several functions; cooperation in general publicity and cooperation with the several departments of state government; preparation and analysis of material for use in correspondence referred by the Governor's Office.

REFERENCE

Act 51, 1939, P. L. 111  
Act 125, 1941, P. L. 475  
Act 35, 1937, P. L. 109  
Act 32, 1936 Spec. P. L. 81  
Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943, P. L. 451

PERSONNEL

3 (F)  
1 (PT)





DEPARTMENT OF TOURISM

BUREAU OF PUBLICITY

ACTIVITY PERFORMED NO. 2

General

Performance of photographic services for the department; filming, developing and production of prints as required, fixed subject and motion pictures. Subjects covered on both functions, such as, scenic views, road sections, historic sites, recreational sites, industrial plants, aeronautical subjects, photographic coverage of formally programed events, such as, the Governor's Conference, etc. pictures and prints produced used in the literature and publications of the department and in the publicity program through national publications and newspapers of the United States; projection of departmental films for organizations throughout Pennsylvania.

PURPOSE

Production of photographic prints and motion pictures covering the requirements of the publicity programs of the department. Cooperation with departments of state government requesting photographic services.

REFERENCE

Act 51, 1939, P. L. 111  
Act 125, 1941, P. L. 275  
Act 35, 1937, P. L. 109  
Act 32, 1936 Spec. P. L. 81  
Act 224, 1933, P. L. 1001 as  
amended by Act 201, 1943, P. L. 451

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE

BUREAU OF PUBLICITY

ACTIVITY PERFORMED NO. 1

Tourist and Recreational

Direction and administration of a program of information advertising and publicity relating to the educational, recreational, scenic, historic and highway facilities of the Commonwealth including the direction of the Tourist & Recreational Bureau; the preparation and review of copy requirements of the tourist and recreational national advertising program; editing and publishing of bureau clip sheet; the preparation of tourist & recreational literature and publications; represent the Commonwealth on organizations promoting the tourist and recreational promotion of the United States; all related duties.

PURPOSE

Publicizing and otherwise promoting the tourist travel facilities, advantages and attractions of the Commonwealth and all political subdivisions, using all type of media.

REFERENCES

Act 51, 1939, Sec. 4, P. L. 112

PERSONNEL

1 (F)



UNITED STATES DEPARTMENT OF COMMERCE  
BUREAU OF PUBLICITY

ACTIVITY PERFORMED NO. 2

Tourist and Recreational

Administrative secretarial, stenographic, correspondence and typing service.

PURPOSE

Performance of secretarial duties for functional director.

REFERENCE

Act 51, 1939, Sec. 4, P. L. 112

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE

BUREAU OF PUBLICITY

ACTIVITY PERFORMED NO. 3

Tourist and Recreational

Preparation of specialized correspondence in answer to specific requests for tourist and recreational information and the routine supervision of compliance with requests for information and literature pertaining to the tourist, recreational, scenic and historic facilities of the Commonwealth. (Note - Requests from more than 1500 such sources under current restricted advertising program). Stenographic and typing service as required.

PURPOSE

Performance of a tourist and recreational service as offered in the advertising copy under the functional program of information and publicity; dissemination of specific information relative to the several phases of the tourist and recreational program.

REFERENCE

Act 51, 1939, Sec. 4, F. L. 112

PERSONNEL

2 (F)





BUREAU OF PUBLICITY

ACTIVITY PERFORMED NO. 4

Tourist and Recreational

Compilation and analysis of returns from functional advertising program based on inquiries received and accumulated daily and monthly on the basis of geographical source and media (state and publication) and the preparation of supplementary related studies.

PURPOSE

Compilation of analytical statistical data relative to the effectiveness of functional publicity program; statistics used in the final determination of geographic coverage and media utilized in subsequent publicity schedules.

REFERENCE

Act 51, 1939, Sec. 4, P. L. 112

PERSONNEL

1 (PT)



DEPARTMENT OF POLICE

STATE CLIPPING BUREAU

ACTIVITY PERFORMED NO. 1

Direction and supervision of newspaper clipping service and research unit; direction and supervision of the activities of approximately ten clipping clerks and the collection of special files of newspaper clippings with related research work of pertinent subject matter as required under special requests addressed to the unit.

PURPOSE

Provide clipping service to the several departments of state government which clippings indicate the results of the promotional and educational programs of the individual departments, determination of the editorial reaction to the work of the several departments and the analysis of similar activities being pursued in the forty-seven states along similar lines or programs.

REFERENCE

Act 51, Session 1939, P. L. 111

PERSONNEL

1 (P)



COUNT OF COUNCIL  
STATE CLIPPING BUREAU

ACTIVITY PERFORMED NO. 2

Clipping an assigned number of daily, weekly and bi-monthly newspapers and publications requiring a specialized knowledge of the functions of state government, removing articles and clippings related to the activities of the several departments and transmitting to the proper unit.

PURPOSE

To provide a complete clipping service to the several departments of state government; provide specialized treatment of specific subjects as requested by any of the departments covering information available, at the time, only through newspapers, magazines and other publications.

REFERENCE

Act 51, Session 1939, P. L. 111

PERSONNEL

2 (F)  
7 (F\*)

Note: Seven Clipping Clerks are assigned by participating departments.



PENNSYLVANIA AERONAUTICS COMMISSION

EXECUTIVE ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

As executive director apply the statutory powers and duties of the Aeronautical Code and effect the policies and the administrative operation of the aviation function as promulgated by the Pennsylvania Aeronautics Commission; direct the regulatory powers and promulgate rules and regulations for the operation of aircraft and airports within the state; maintain contacts and represent the Commonwealth in dealings with the Federal Aeronautics Administration and related state bodies; maintain close contact with the legislative program of the Federal Government and State governments relative to aviation activities; maintain close contact with the transport airlines as such activities affect the operations of the Commission.

PURPOSE

Organization, administration and supervision of the functions of the Commission under the Aeronautical Code.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

PERSONNEL

1 (F)





LEGISLATIVE COUNCIL  
PENNSYLVANIA AERONAUTICS COMMISSION

ACTIVITY PERFORMED NO. 2

Executive and administrative secretarial, stenographic, correspondence and typing service.

PURPOSE

Performance of official and confidential secretarial duties for the executive director of the Commission.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

REMARKS

1 (F)



PENNSYLVANIA AERONAUTIC COMMISSION

EXECUTIVE ADMINISTRATIVE

ACTIVITY PERFORMED NO. 3

Coordination of the administrative and fiscal control of the Aeronautics Commission with the Department of Commerce; fiscal control of the appropriations of the Commission; liaison between the Commission and state departments relative to leases of facilities, services and concessions; preparation of budgets; procurement of special services under maintenance projects at the airport.

PURPOSE

Assisting in the executive and administrative operation of the Commission; specialized service relative to maintenance projects at the state airports.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

PERSONNEL

1 (PT)



DEPARTMENT OF COMMERCE  
PENNSYLVANIA AERONAUTICS COMMISSION  
EXECUTIVE ADMINISTRATIVE

ACTIVITY PERFORMED      NO. 4

Coordination of the detailed fiscal operations of the Commission with the fiscal office of the Department of Commerce; compilation of time reports for per diem employes of the Commission; procurement of operating supplies and services for the Commission; collection of monies and preparation of request for billings covering the several airport services involving income to the Commonwealth; functional analysis of expenditures.

PURPOSE

Assisting in the fiscal control of the Commission.

REFERENCE

S. - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE

EXECUTIVE ADMINISTRATIVE

ACTIVITY PERFORMED NO. 5

Develop and prepare plans, designs and drawings for proposed airport construction and expansion projects, assuming the responsibility for the preparation of related reports, estimates, specifications and data; cooperate in similar programs with Federal and state units.

PURPOSE

Provide a technical advisory service and act in an advisory capacity to the political subdivisions of the Commonwealth in the planning, construction or expansion of new or existing airports.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

PERSONNEL

1 (F)





DEPARTMENT OF COMMERCE  
PENNSYLVANIA AERONAUTICS COMMISSION  
EXECUTIVE ADMINISTRATIVE

ACTIVITY PERFORMED NO. 6

Preparation, assembling, analyzing and disseminating information material concerning matters of public interest descriptive of the aeronautical activities of the State; editing and preparation of the publications of the Commission.

PURPOSE

Publicizing and otherwise promoting the aeronautical activities of the Commission and aviation activities on a state-wide basis.

REFERENCE

3 - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943,  
P. L. 451

PERSONNEL

1 (PT)



DEPARTMENT OF COMMERCE  
PENNSYLVANIA AERONAUTICS COMMISSION

ACTIVITY PERFORMED NO. 7

Operation of telephone switchboard at the Administration Building,  
Harrisburg Airport.

PURPOSE

Provide telephone service on all trunk lines at Airport.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943,  
P. L. 451

PERSONNEL

1 (PT)



PENNSYLVANIA AERONAUTICS COMMISSION

INSPECTION & ENFORCEMENT

ACTIVITY PERFORMED NO. 1

Inspect airports and enforce regulations provided by the Aeronautical Code relative to the inspection and licensing of airports, navigation facilities, air traffic rules, civil airways, aircraft accidents, visual flying, etc., aerial beacon lights, night flying facilities, etc. in conjunction with rules and regulations promulgated under Executive Order of the Commission.

PURPOSE

Provide safe and adequate field facilities for the operation of aircraft in the Commonwealth, to enforce regulations designated to effect the continuance of safe flying conditions on the civil airways of the Commonwealth.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451

PERSONNEL

3 (F)



PENNSYLVANIA AERONAUTICS COMMISSION

INSPECTION & ENFORCEMENT

ACTIVITY PERFORMED NO. 2

Promotional and educational program of establishment, development and expansion of air navigation facilities through contacts with officials of political subdivisions, civic clubs, chamber of commerce and like groups in a technical advisory capacity; attendance at planning meetings and delivering talks as required.

PURPOSE

Promotion and encouragement of development of aviation in the Commonwealth.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943,  
P. L. 451

PERSONNEL

3 (F)





PENNSYLVANIA AERONAUTICS COMMISSION

INSPECTION & ENFORCEMENT

ACTIVITY PERFORMED NO. 3

Pilot state owned planes as required under official duties of the Commission.

PURPOSE

Provide safe and adequate air transportation for purposes of inspection and official travel justifying the use of aircraft.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 451.

PAGE END

3 (PT)



DEPARTMENT OF COMMERCE

PENNSYLVANIA AERONAUTICS COMMISSION

INSPECTION & ENFORCEMENT

ACTIVITY PERFORMED NO. 4

Complete file, properly indexed, maintained for all planes and pilots licensed and registered from the Commonwealth; files cover all controls by license number, name, geographical location for ready reference in the event of emergency, theft of equipment or infraction of flying rules and regulation.

PURPOSE

Maintain control files of aircraft and pilots licensed in the Commonwealth.

REFERENCE

S - Act 224, 1933, P. L. 1001 as amended by Act 201, 1943, P. L. 751.

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE  
PENNSYLVANIA AERONAUTICS COMMISSION  
AIRPORT MAINTENANCE

ACTIVITY PERFORMED NO. 1

Superintend the operation and detailed maintenance of all state owned airports under the control of the Commission including the direction of the maintenance of all hangars and administration buildings, runways, lighting systems, drainage systems, etc.

PURPOSE

Maintenance of airports in condition for normal flying operations.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451

PERSONNEL

1 (1)



AIRPORT MAINTENANCE

ACTIVITY PERFORMED NO. 2

Maintain and repair all airport electrical installations including field lights, lighting equipment, special equipment, air conditioning, stoker, steam pumps, emergency lighting plant and related machinery requiring a knowledge of high voltage circuits.

PURPOSE

Maintain all equipment required for operation of airport facilities in first class condition.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451.

PERSONNEL

1 (F)





DEPARTMENT OF COLLEGE

AIRPORT MAINTENANCE

ACTIVITY PERFORMED NO. 3

Mechanical maintenance of passenger cars, trucks, tractors, rollers used in the maintenance operations at the Harrisburg Airport.

PURPOSE

Maintain all automotive equipment in first class operating condition.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451.

PERSONNEL

1 (F)



DEPARTMENT OF AIR FORCE

AIRPORT MAINTENANCE

ACTIVITY PERFORMED NO. 4

Mechanical maintenance, inspection, adjustment, repair and cleaning of state owned aircraft. (4 planes)

PURPOSE

Maintain aircraft in first class operating condition.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451.

PERSONNEL

1 (F)



PENNSYLVANIA AERONAUTICS COMMISSION

AIRPORT MAINTENANCE

ACTIVITY PERFORMED NO. 5

Janitorial service at the Administration Building and Hangar at the Harrisburg Airport.

PURPOSE

Daily cleaning of offices, hangar, grounds and facilities. Day and night service.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451.

PERSONNEL

2 (F)



DEPARTMENT OF COMMERCE

REPORT

ACTIVITY PERFORMED NO. 6

General maintenance work at the Harrisburg Airport including maintenance and repair of buildings, runways, sod, drainage, painting, snow removal, operation of automotive equipment, etc.

PURPOSE

Maintenance of Harrisburg Airport in an adequate and safe operating condition.

REFERENCE

Act 224, Session 1933, P. L. 1001 as amended by Act 201, Session 1943, P. L. 451.

PERSONNEL

4 (F)





DEPARTMENT OF COMMERCE

STATE PLANNING BOARD

EXECUTIVE & ADMINISTRATIVE BUREAU

ACTIVITY PERFORMED NO. 1

Executive

Executive Director of the program of the State Planning Board: Supervising its staff; formulating and executing its research and planning program with the objectives of guiding the physical development of the Commonwealth and of providing the research basis for the industrial development program of the Department of Commerce; advising with heads of State Departments and with local, regional and interstate officials, civic and industrial leaders, etc.; giving talks, preparing articles and supervising publications of bulletins, etc.

PURPOSE

The performance of the statutory powers and duties provided by law.

REFERENCE

- S Act 32, Session 1936 (Special P. L. 81
- S Act of April 9, 1929, P. L. 177 as Amended, Art. XXV-B, Sec 2502-B (P. L. 101 - 1939)

PERSONNEL

1 (F)



DEPARTMENT OF COMMERCE

STATE PLANNING BOARD

EXECUTIVE & ADMINISTRATIVE BUREAU

ACTIVITY PERFORMED No. 2

Executive

Executive and administrative secretarial, stenographic, correspondence and typing service.

PURPOSE

Performance of official and confidential secretarial duties for the executive officer of the Board.

REFERENCE

- S Act 32, Session 1936 (Special P. L. 81)
- S Act of April 9, 1929, P. L. 177 as Amended, Act. XXV-B, Sec 2502-B (P. L. 101 - 1939)

PERSONNEL

1 (F)



## Administrative

### ACTIVITY PERFORMED NO. 1

Administration and general supervision of the functional operations of the office and staff of the State Planning Board as Administrative Assistant to the Executive Director: Maintaining personnel records, inventories of supplies, publications, etc.; supervising mail, messenger, mimeograph, typing and stenographic services; maintaining filing, correspondence, mailing of bulletins, etc.; maintaining record of staff travel schedules, expense accounts, etc.; maintain official minutes of Board Meetings; etc.

### PURPOSE

General administrative control of the operations of the Board and its staff, under the direction of the Executive Director, Department of Commerce under direction of executive head.

### ACTIVITY PERFORMED NO. 2

Executive and administrative secretarial, stenographic, correspondence and typing service.

### PURPOSE

Stenographic and typing activity for members of the staff.

### ACTIVITY PERFORMED No. 3

Distribution and collection of inter-departmental mail and the transmittal of mail via United States Postal Service.

### PURPOSE

Mail and messenger service under departmental operations.

### REFERENCE

S Act 32, Session 1936 (Special) P. L. 81  
S Act of April 9, 1929, P. L. 377 as Amended,  
Art. XXV-B, Sec 2502-B (P. L. 101 - 1939)

### PERSONNEL

2 (F)  
1 (PT)



## Research

### ACTIVITY PERFORMED NO. 1

Plan, supervise or execute research projects under the planning and research program of the Board covering diverse subjects such as, analysis of industrial trends, determination of population changes, development of new employment opportunities, recommendations on local planning projects, etc.; compilation and preparation of technical reports as required; represent the Director and the Board in inter-departmental conferences; consult with local officials and civic agencies and give talks as required.

#### PURPOSE

Accomplishment of the research and planning program of the Board.

### ACTIVITY PERFORMED NO. 2

Administrative and technical secretarial, stenographic correspondence and typing service including related clerical and research duties.

#### PURPOSE

Accomplishment of clerical assistance to research staff of the Board.

#### PERSONNEL

3 (F)

### STATISTICS

#### ACTIVITY PERFORMED NO. 1

Statistical compilation, calculation and presentation in report form as required under the research needs of the Board such as population, industrial production, employment wages, increased migration of population, taxes, land use, conservation and resources, planning and zoning, aeronautical, etc.

#### PURPOSE

Compilation and presentation of diverse statistical summaries as required under the research program of the Planning Board and the related program of the Department of Commerce.

#### REFERENCE

S Act 32, Session of 1936 (Special) P. L. 81

#### PERSONNEL

2 (F)





## Engineering and Drafting

### ACTIVITY PERFORMED NO. 1

Supervision of engineering aspect of Board's program, representing the Board in inter-departmental relationships involving matters of flood control, water analysis, air photographs, mapping and other technical subjects; supervision of technical operations of the Board in planning subjects; the direction and production of graphic presentation of statistical data; direction of the drafting function of the State Planning Board.

### PURPOSE

Presentation of statistical and related data in graphic form for use of the Board and associated planning bodies; the maintenance of air photographs and maps of the State, and the planning, drafting and other technical operations required by the Board and the Department of Commerce.

### ACTIVITY PERFORMED NO. 2

Preparation of graphic presentation of data and material dealing with planning subjects for reports, plans or displays and the interpretations and illustrations of maps and air photographic maps as required under the planning and research functions of the Board.

### PURPOSE

Accomplishment of a drafting and illustration function in all degrees of difficulty as required under the functional operations of the Board and the Department of Commerce.

### REFERENCE

S Act 32, Session 1936 (Special)  
P. L. 81

### PERSONNEL

2 (E)  
1 (S)



## Handicrafts

### ACTIVITY PERFORMED NO. 1

Execution and application of a technical and specialized advisory service relative to the Handicraft Program of the Board and the Department of Commerce, including the supervision and presentation of handicraft displays and the development of a research program to provide technical assistance and an advisory capacity to local groups relative to development of handicraft programs; giving demonstrations of weaving, rug making, pottery making and metalwork.

### PURPOSE

The development and expansion of a broad program of productive employment in the handicraft field.

### PERSONNEL

1 (F)

## Library & Classified Data

### ACTIVITY PERFORMED NO. 1

Organization, coordination, filing and cross-indexing of library files of classified data, drawings, publications, correspondence and materials relative to planning subjects and servicing requests therefor.

### PURPOSE

Development and maintenance of a specialized planning library service.

### REFERENCE

S Act 32, Session 1936 (Special)  
P. L. 81

### PERSONNEL

2 (F)



EXECUTIVE  
ACTIVITY PURPOSE

As Director, Chief  
Planning and effort  
the post-war planning  
studies and research  
war needs, the develop-  
integration of regional  
agricultural products,

Director of the Post-war  
Planning Commission; direct  
the planning for post-  
war reconstruction and  
the active materials,  
and labor resources, etc.

To organize, or to  
regional committees, a  
ments of state gov.  
comprehensive post-war planning

the contents of local and  
including the several depart-  
ments and to effect a

S Act 51, 1947, PL 90

PUBLICITY  
ACTIVITY PURPOSE NO. 1

Preparing, assembling, analyzing and disseminating informational  
material concerning matters of public interest descriptive of the related  
phase of post-war planning. Distribution of copy for publica-  
tion in newspapers, magazines, and other media. Distribution of material for  
speeches and magazine articles.

PURPOSE

Publicizing the results of the planning work in the general public  
and related organizations.

REFERENCE



1. RESEARCH, supervision of scientific research projects; under the post-war planning and research program of the commission; cover such subjects as conversion of war plants for post-war needs; development of post-war markets, etc.; compilation and preparation of technical reports as required; represent the Director and the commission in inter-departmental conferences; consult with local officials and state agencies and give aid as required.

2. Administrative and technical assistance, stenographic correspondence and typing service included in related statistical and research duties.

3. Accumulation and maintenance and indexing of library files of classified data, publications and materials relative to post-war planning subjects.

#### PURPOSE

1. Organization and execution of research and post-war planning programs of the commission.

2. Accomplishment of clerical assistance to Director of Research of the commission.

3. Development and maintenance of files of post-war planning materials.

#### REFERENCE

S Act 51, 1943, PA 90

#### PERSONNEL

6 (F)





## ADMINISTRATIVE PURPOSE

### Executive

#### ACTIVITY PERFORMED NO. 1

- a. Meetings Board of Fish Commissioners--Directors Federation of Sportsmen's Clubs--Sanitary Water Board--Water and Power Resources Board--State Park and Harbor Commission--Atlantic States Marine Fisheries Commission.
- b. Conferences with Division Officers of Federation of Sportsmen's Clubs--attend meetings Sportsmen's Clubs and Associations in all sections of Commonwealth and other civic groups interested in conservation.
- c. Set up programs for stocking--surveys of streams--stream improvement--protection.
- d. Prepare and control examinations various employes under protection services, and maintain an Officers' Training School.

### PURPOSE

To put into effect the policies of the Board, and through conferences set up an equitable program covering stocking and protection, thereby more adequately meeting the wishes of the fishermen of the Commonwealth.

To build up an efficient protection force through examination and personal instruction in the requirements and duties of an officer.

### REFERENCE

S - Act of May 2, 1925,  
P. L. 448, Sec. 285.

Administrative Code,  
Sections 302, 431, 434,  
2703-2706 inc.

### PERSONNEL

3 F  
1 Pt



## Budget and Accounting

### ACTIVITY PERFORMED NO. 2

Preparation of Budget and financial statements--Purchase of supplies for all operations--Audit and payment of all bills and expense vouchers--Preparation of payrolls and disbursements of checks--Control transmittals to Department of Revenue.

### PURPOSE

To provide a control on all expenditures and maintain adequate accounting records.

### REFERENCE

S - Act of May 2, 1925,  
P. L. 448, Sec. 285.

### PERSONNEL

3 PT



## Record and Filing Section

### ACTIVITY PERFORMED NO. 3

- a. Maintain subject and general files covering all operations of Board.
- b. Maintain stream, lake and pond card file covering approved waters of the Commonwealth.
- c. Maintain card file and addressograph plate file covering subscribers to Angler.
- d. Maintain control file special Fish Wardens, Commercial Hatcheries, Special Permits.
- e. Maintain prosecution files covering all violations of Fish Code.
- f. Maintain personnel files retirement, payroll deductions.
- g. Maintain files purchases of all supplies for 10 hatcheries, central office, printing, binding, etc.
- h. Maintain records reports distribution of fish, mileage and cost reports automobile equipment, etc.
- i. Maintain inventory records of Board's various hatcheries, office supplies, equipment, etc.
- j. Maintain file returns on sale of fishing licenses from County Treasurers and Agents.

### PURPOSE

To preserve records of the Board so that any particular case or item of correspondence will be available.

To provide and keep up to date an index of all waters stocked by the Board for public information.

To provide record of all persons receiving the Angler for purposes of checking subscriptions, etc.

To provide record covering each appointment--commercial hatcheries licensed and special permits issued.

To provide a control on all arrests for violation of fish laws and maintain indexed files covering all prosecutions.

To provide an accurate record of all employees.

To provide necessary records for payment of bills.



To provide a monthly control on the distribution of fish, from which the yearly statement is compiled which is sent to all associations for their information.

To maintain up to date inventory and have control over purchases of equipment and supplies.

To have available list of persons taking out fishing licenses by counties.

#### REFERENCE

S - Act of May 2, 1925,  
P. L. 448, Sec. 285.

#### PERSONNEL

8 PT





Cooperation with Other Departments

ACTIVITY PERFORMED NO. 4

a. Sanitary Water Board:- Prepare and transmit reports on pollution of waters as required by law. Investigate all cases referred to Board--Check and file minutes of meetings in so far as the Board of Fish Commissioners is concerned--When so instructed contact industry on cooperative programs--Maintain check file all cases.

b. Water and Power Resources Board:- Make investigation of channel changes and dam construction throughout Commonwealth--Make check of all impounding dams for municipal water supplies and industry--Maintain file with complete record on each investigation.

PURPOSE

To protect the interests of the fishermen and have corrective measures taken where streams are polluted and make prosecutions for damage done.

To protect the fish when channel changes are made and through the Water and Power Resources Board endeavor to keep all new waters created open to public fishing.

REFERENCE

S - Administrative Code,  
Sec. 439.

S - Administrative Code,  
Sec. 431.

PERSONNEL

6 PT



ACTIVITY PERFORMED NO. 5

Erect and supervise exhibits of fish at various sportsmen's shows and meetings of individual groups.

PURPOSE

To bring before the public a visual picture of what is being done through stocking, stream improvement, etc.

PERSONNEL

2 UT



BOARD OF FISH COMMISSION  
PROTECTION OR ENFORCEMENT BUREAU

ACTIVITY PERFORMED No. 1

1. Protect streams, lakes and ponds from violation of fish laws as to size, season, number of fish caught, etc. Enforcement of laws pertaining to pollution of waters, referring special cases to Sanitary Water Board, Department of Health.
2. Survey waters for stocking purposes. Also assist groups in stream improvements and dam construction.
3. Direct and assist stocking approved waters and patrol areas during and after stocking.
4. Attend meetings of sportsmen's groups and civic organizations setting forth program of Board. Assist in organizing Junior Conservation groups.
5. Patrol waters for violations of rules and regulations governing operation of motor boats as set up by the Board; investigation where damage is done to stream banks by motor boats, etc.
6. Make special investigations such as channel changes, drawing down dams, repairs to dams, new regulations set up by Board, etc.
7. Assist Game Commission in enforcement of game laws during season; also Department of Forests and Waters.

PURPOSE

To enforce the fish laws and protect and preserve the more than 5,000 miles of open waters and 139,400 acres of lakes and ponds which are now open to public fishing, and through cooperation with the various groups of sportsmen increase the holding capacity of waters through stream improvement, etc.

To do everything possible to keep those streams and waters pure which are unpolluted, and through the Sanitary Water Board work with individuals and industry toward eliminating or improving conditions where pollution occurs.

REFERENCE

S-Act of May 2, 1925, P. L. 443, Sec. 256.  
Administrative Code Sec. 2701 (c).

PERSONNEL



# BOARD OF FISH CULTURAL AFFAIRS

## HATCHING, PROPAGATION

## DISTRIBUTION OF FISH

### ACTIVITY PERFORMED

1. Hatching and Propagation Service:--The operation of 10 major fish hatcheries or fish farms--3 combination warm water and trout hatcheries, 4 warm water hatcheries, 3 trout hatcheries--which involves the raising of the fish to the size for distribution.

2. Distribution Service:--The distribution of the output of 10 hatcheries at practically all seasons of the year to approved waters of the Commonwealth. This work is all done with the Board's own personnel and equipment, and the species distributed are:-Brook Trout, Brown Trout, Bass, Bream, Yellow Perch, Pike Perch, Catfish, Blue Pike, Cisco, White Fish, Pickerel, Suckers, Lake Trout, Minnows, Frogs.

3. Survey Service:--Biological survey of all streams, lakes and ponds throughout the Commonwealth to determine the species of fish most suitable and the carrying capacity for those particular waters. Also biological surveys as to extent of pollution and its probable effects on fish life.

3a. Scientific Studies:--Scientific studies are carried on at the hatcheries by competent biologists on certain causes and treatments of various diseases. Also, collection of eggs, etc. which is so essential to the operation of the hatcheries.

4. Field Service:--Supervision of hatcheries and scientific work in connection with different species of fish--Experimental work covering different problems concerning the cause and cure occurring in any waters of the Commonwealth--consultation work assisting associations, clubs and individuals with fish cultural problems.

5. Construction Service:--Construction of new hatcheries--Completion of those already under construction--Repairs--Maintenance of all properties under control of the Board--Information is then desiring assistance or the Board--Cooperation of locations for dams--Engineering work--Construction of dams or those sponsored by the Board.

### Location of Hatcheries

Location	Persons Required on	
	Full Time	Part Time
Bellefonte	23	
Corry	5	
Erie	1	
Huntsdale	9	
Linesville	2	
Pleasant Mount	20	
Reynoldsdale	8	
Tionesta	6	
Torresdale	1	
Union City	1	





## PURPOSE

To increase the number of fish for stocking streams and waters and to provide more and better fishing areas for the 400,000 licensed fishermen of the Commonwealth who provide the funds for the operation of the Board's various activities and at the same time assure additional recreational areas for the 500,000 children who do not come within the provisions of the license law but will be the fishermen of the future.

## REFERENCE

S - Act of May 2, 1925,  
P. L. 448, Sec. 252.

Administrative Code,  
Sec. 2703.

## PERSONNEL

76 TT



## PUBLIC INFORMATION BUREAU

### ACTIVITY PERFORMED

1. Disseminate printed information to the fishermen and the public in general concerning the work of the Board, laws governing fishing, places to go fishing, etc.
2. Prepare official news releases for the press and write special articles for magazines and other publications.
3. Conduct educational lectures before sportsmen's groups, public schools, service bodies, civic clubs, churches, etc.; throughout the state and also show the Board's motion pictures depicting the numerous and varied phases of fish culture and the general program of the Board.
4. Publish the Pennsylvania Angler, official magazine of the Board.
5. Stimulate and promote the organization of Junior Conservation Groups through the parent sportsmen.

### PURPOSE

To bring to the attention of the public the present and future programs of the Board on conservation matters in general and acquaint them with the various activities, and promote the best interests and general welfare of the sportsmen and citizens of the Commonwealth in the field of conservation.

To prepare the young people of the state to take over the problems of conservation and at the same time help to reduce juvenile delinquency.

### REFERENCE

- S - Act of May 2, 1925,  
P. L. 448, Sec. 285.

### PERSONNEL

3 F



DEPARTMENT OF FORESTS AND WATERS

EXECUTIVE OFFICE

ACTIVITIES PERFORMED

1. General supervision over all activities of the various Bureaus and Divisions of the Department as indicated upon the attached forms, conferring with the several Directors and Chiefs thereof, and coordinating the work, powers and duties of the same.

PERSONNEL

2 PT

2. Prescribe rules and regulations for the operation of the Department, the conduct of employees, the distribution and performance of their work, and the custody, use, and preservation of the records, books, documents, and property pertaining thereto.

PERSONNEL

2 PT

3. Fiscal control over the administrative boards and commissions established within the Department.

PERSONNEL

2 PT

4. General supervision over the operations conducted by the various advisory commissions connected with the Department.

PERSONNEL

2 PT

5. Formulate Departmental policy and approve procedures in connection with the administration of the affairs of the Department.

PERSONNEL

2 PT

6. Establish rules and regulations for the control, management, protection, utilization, development, occupancy and use of the land and resources of State Forests, State Parks (except those placed by law under the several Administrative Commissions), Pyratuning, and all other property under the Department of Forests and Waters.

PERSONNEL

2 PT



7. Make recommendations to the State Forest Commission concerning the purchase, gift, lease, condemnation or exchange of State forest land, the establishment of rules and regulations relating to said lands, the sale of minerals, and such other matters as require the approval and advice of the Commission.

PERSONNEL

2 PT

8. Recommend appointments, dismissals, promotions, and demotions of employees of the Department and its affiliated bodies; prepare necessary papers to effect such changes; keep personnel cards and other detailed records pertaining to the employees; prepare the so-called June list; authorize the preparation of change sheets, and the inclusion or omission of meritorious employees on the temporary payrolls.

PERSONNEL

3 PT

9. Assign employees to various positions; define the scope of their duties, and indirectly supervise their activities.

PERSONNEL

2 PT

10. Inspection of field work in all phases of the Department's varied operations; consult with District Foresters and other field employees.

PERSONNEL

3 PT

11. Call meetings of the Geographic Board, Water and Power Resources Board, and State Forest Commission, and conduct such hearings in connection with these bodies as may be needed; attend meetings of various other agencies as may be required by law or by specific appointment.

PERSONNEL

1 PT

12. Plan future work, compare and review past and current activities, analyze expenditures, prepare requests for appropriations.

PERSONNEL

4 PT

13. Allocation of funds to the various Bureaus, Divisions, Districts, and other units of the Department, and the transfer of moneys or changes of allotments when essential.

PERSONNEL

2 PT





14. Dissemination of information by means of newspaper and magazine articles; publication of the Department's Service Letter; reply to numerous inquiries on technical and popular subjects relating to the varied activities of the Department; arrangement for attendance at meetings at which the Department should be represented.

PERSONNEL

2 PT

15. Prepare reports and supply information to other State Departments and to other governmental agencies.

PERSONNEL

6 PT

16. Request purchase of automotive vehicles; keep current list of such equipment together with information concerning its condition; arrange for placing or transfer of cars, trucks, tractors, graders, and other heavy equipment; receive requests for supplemental gasoline and for tires and tubes from the field, and approve same in justifiable amounts; prepare requests for gasoline for trucks, and make assignments of coupons; supervise preparation of various reports pertaining to use of automotive equipment; authorize use of fleet cars by employees of Department, keeping record of same and approving rental payments.

PERSONNEL

2 PT

17. Formulation of policies and supervision in connection with the Governor's Disaster Committee and the State Evacuation Authority of the State Council of Defense; responsibility for activating facilities of various Departments involved; preparation of procedural instructions, periodic reports and press releases relating to the foregoing.

PERSONNEL

2 PT

18. Examination of prospective timber sale areas; estimation of amounts involved; determination of terms of sale; supervision over award of sale and operation of sale; supervision of operations and contact with District Foresters and operators to assure compliance with the provisions of the agreement; compilation of data regarding such operations.

PERSONNEL

4 PT



19. Issuance of orders for transportation and other accommodations; approval of certain classes of bills, purchases, and expenditures; authorization for travel out-of-State and also between districts for field personnel; approval of all new construction and major alterations or repairs.

PERSONNEL

2 PT

20. Authorization for the transfer of unserviceable State property to the Department of Property and Supplies.

PERSONNEL

2 PT

21. Approve leaves of absence, making proper record of same upon cards provided for that purpose, and giving instructions for such changes in the salary payable as may be necessary by reason of such leaves; receive and file accident reports (both of personnel and equipment), distributing necessary copies to appropriate agencies, follow up such cases, and take such action as may be required.

PERSONNEL

2 PT

22. Prepare or supervise the preparation of forms and questionnaires relating to personnel, duties and functions, finances, and other subjects involving the Department as a whole.

PERSONNEL

2 PT

REFERENCE

Most of the functions and activities of the Executive Office are cited in or made necessary by the provisions of the Administrative Code as supplemented by instructions from the Governor, although in many cases the actual procedure which is being followed has developed as the result of Departmental practice and policy.

PURPOSE

To provide for the effective administration of the Department of Forests and Waters.



### ACTIVITIES PERFORMED

1. Receive labor payrolls from field; audit for correctness and proper distribution; calculate withholding tax deductions; type such deductions on payroll; prepare requisitions to Auditor General by proper specific appropriations; compile allotment and project distributions; type same on voucher cover.

#### PERSONNEL

5 PT

2. Receive invoices for materials, supplies and equipment; verify with purchase orders; audit for correctness; prepare requisitions on Auditor General; distribute to object accounts; compile allotment and project charges and type same on vouchers; filing and cross-reference of invoices with requisitions paid.

#### PERSONNEL

6 PT

3. Receive traveling expense accounts; audit for correctness; prepare requisitions on Auditor General; distribute to object accounts; compile allotment and project charges and type same on vouchers.

#### PERSONNEL

6 PT

4. Receive bills for rentals, public utility services; contracted repairs and construction; compare with contracts; record status of payments; audit for correctness and follow same procedure as in item 5.

#### PERSONNEL

6 PT

5. Type change sheets; prepare salary requisitions, indicating deductions for retirement and withholding tax; distribute to project, object and allotment accounts; type vouchers showing proper distribution.



PERSONNEL

5 PT

6. Prepare hourly and per diem authorizations for expenditures from Departmental appropriations.

PERSONNEL

1 PT

7. Compute data and type requisitions for payments in lieu of taxes; proper distribution and record of same.

PERSONNEL

2 PT

PURPOSE

Provide for proper payment of employees and of bills owed by the Department.

8. Enter amounts earned and deducted for withholding tax upon individual cards for each employee; prepare and type statements for Federal Government and employees showing totals earned and deducted.

PERSONNEL

1 PT

9. Receive remittances from sales, rentals and fees; record same in mail ledger; refer to Division involved; credit on account cards; prepare Revenue Department receipts and mail to payer; prepare transmittal to Revenue Department; posting in general ledger and receipt journal; typing account distributions on vouchers; transmit voucher to field.

PERSONNEL

5 PT

10. Reconcile mail ledger with receipts on hand plus transmittals.

PERSONNEL

1 PT

11. Calculate accounts receivable and transmit bills for same.

PERSONNEL

1 PT





12. Receive and deposit in Special Fund all money and bills on contracts and cash in list of b. d.; distribute same upon order of Bureau involved; maintain records of all transactions relating to Special Fund.

PERSONNEL

1 PT

PURPOSE

Provide for receipt of money due to the Department.

13. Operate Department storeroom; fill, distribute, and ship materials, supplies and equipment on storage requisitions to field offices and various divisions and Bureaus in Harrisburg Office.

PERSONNEL

1 PT

14. Receive incoming mail and make proper distribution thereof; maintain inter- and intra-departmental messenger service; collect outgoing mail and post same.

PERSONNEL

1 PT

15. Prepare addressograph plates; mimeograph circulars and forms.

PERSONNEL

1 PT

16. Secure necessary information concerning prospective purchases for Harrisburg use; prepare and submit requisitions to Property and Supplies.

PERSONNEL

1 PT

17. Prepare following statements (a) financial, (b) object, (c) project, (d) accounts receivable, (e) compensation insurance, (f) allotment, (g) commission.

PERSONNEL

3 PT



18. Post Plans and Orders in the following categories:  
(a) general or project, (b) object, (c) allotment, (d) commitment.

PERSONNEL

2 PT

19. Correspondence relating to all of the above items.

PERSONNEL

2 PT

PURPOSE

Provide service to various Bureaus, Divisions and field offices in the conduct of their duties.

REFERENCE

Procedure followed is defined in various regulations and instructions of Auditor General, State Treasurer, Governor, Budget Secretary, Department of Revenue, Department of Property and Supplies, in addition to such rules as have been made by the Department of Forests and Waters.



BUREAU OF FORESTS

ACTIVITIES PERFORMED

1. Assist the Secretary and Deputy Secretary in the administration, maintenance, and development of State Forest areas.

PERSONNEL

1 PT

2. Assist the Secretary and Deputy Secretary in the supervision of district forest personnel.

PERSONNEL

1 PT

3. Consultations on important information, statistical and technical forest problems.

PERSONNEL

2 PT

4. Prepare postwar projects for State and private forests.

PERSONNEL

2 PT

5. General supervision of the Department library and the purchase of new books; also in charge of the subscriptions to technical magazines.

PERSONNEL

2 PT

PURPOSE

The practical application of business principles in connection with forest activities with special reference to personnel, property, equipment, supplies, appropriations, budgets, allotments, and other important business considerations.



6. Collaborate on State Forest administration projects, land purchases and exchanges.

PERSONNEL

1 PT

7. Conduct forest stock surveys, compile and compute data.

PERSONNEL

1 PT

8. Construction of volume and yield tables of Pennsylvania forest trees.

PERSONNEL

3 PT

PURPOSE

The acquisition of lands suitable for State Forest purposes, conduct forest inventories, preparation of yield and volume tables, reforestation, and protection.

9. Timber damage appraisals.

PERSONNEL

3 PT

PURPOSE

Information to the general public with respect to the meaning and definition of forestry, the value of forests, why needed, their contribution to the prosperity and welfare of the State, and the application of good forestry practices.

10. Establishment of experimental plots with respect to damage of forest fires and tree growth.

PERSONNEL

3 PT

PURPOSE

Investigations and research for the purpose of supplying the basic and practical knowledge required for the best possible management of forest areas and the utilization of their products.





11. Studies on the replacement of chestnut.

PERSONNEL

4 PT

12. Research upon deer carrying capacity of forest areas.

PERSONNEL

3 PT

13. Conversion of scrub oak and other inferior hardwood land to more desirable species by planting and other methods.

PERSONNEL

4 PT

14. Studies on the interrelation of forest fires to huckleberry production and reforestation.

PERSONNEL

4 PT

15. Testing tree seeds for State Forest nurseries.

PERSONNEL

1 PT

PURPOSE

Investigations and research for the purpose of supplying the basic and practical knowledge required for the best possible management of forest areas and the utilization of their products.

16. Assist private owners in the care, development and management of their forest areas in accordance with established forestry practices.

PERSONNEL

3 PT

PURPOSE

Information to the general public with respect to the meaning and definition of forestry, the value of forests, any needed, their contribution to the prosperity and welfare of the State, and the application of good forestry practices.



17. Assist in the promotion and establishment of municipal forests.

PERSONNEL

2 PT

18. Prepare studies on markets for forest products and wood-using industries.

PERSONNEL

1 PT

19. Direct educational campaigns.

PERSONNEL

1 PT

20. Arrange for addresses on forestry before civic clubs and similar organizations.

PERSONNEL

2 PT

21. Preparation and distribution of circulars and bulletins.

PERSONNEL

2 PT

22. Arrange for the preparation and distribution of films, lantern slides and photographs.

PERSONNEL

1 PT

23. Identification of forest pests, tree diseases and recommendations for their control. Identification of wood products, trees, shrubs and plants.



#### ACTIVITIES PERFORMED

1. Study of forest conditions throughout State and their fire hazards, as a result of field inspections and reports submitted by field men. (See Item 13)

#### PERSONNEL

3 PT

2. Plan, organize and maintain a forest fire detection system including towers, cabins and telephone lines, now totalling 150 towers and 800 miles of telephone line, also 211 radio machines. Location of new observation tower determined as result of study of fire location and area during preceding ten years. Use of telephone and radio depending upon local communication service.

#### PERSONNEL

4 PT

3. Formulate policy and methods of handling detection system and forest fire observers, together with field inspections and office study of results.

#### PERSONNEL

3 PT

4. Plan, maintain, supervise and inspect a state-wide organization of forest fire wardens and forest fire fighting crews now comprising 3850 wardens and 30,000 organized crew members. Upon recommendation of district forester, as provided by law, an individual is recommended for appointment as a forest fire warden. The district forester submits an information card and an oath of office subscribed to by the individual. Upon receipt of these two forms a certificate of appointment which is signed by both the Secretary of the Department and the Chief Forest Officer is made up and forwarded to the new forest fire warden.



The information card and oath are placed in an active file which is arranged by counties and townships. Two cards are prepared for a visible index file, one to be filed by county and township, the other to be filed alphabetically. An order is issued to the Department Mail Room for the making and filing of an addressograph plate. Another order is issued to the Supply Room of the Department by reason of which a new fire warden is supplied with a manual, necessary forms, some forest fire literature and a Manila envelope in which to keep his material. At the same time a fire warden badge and a postal card, acknowledging receipt of it, is forwarded to the warden with the certificate. When a fire warden is removed from the list his identification card and oath are taken from the active file and placed in an inactive file also arranged by county and township, the two cards are taken from the index visible file and the addressograph plate is removed from the mailing room file. The district forester in turn collects the certificate, badge and whatever property that belongs to the Department held by the former fire warden.

When an individual serves as a fire warden for ten years, and additional five year periods, certificates of service are issued and metal fire warden plaques are placed at his residence as notice to his neighbors and as a reward for his service.

PERSONNEL

5 PT

5. Formulate policies and methods for handling the forest fire warden organization.

PERSONNEL

3 PT

6. Preparation of material for the information and instruction of wardens and men.

PERSONNEL

4 PT

7. Call, attend, and address group meetings of forest fire wardens and their crews.

PERSONNEL

4 PT





3. Study and improvement of extinction methods, arrange and conduct training schools.

#### PERSONNEL

5 PT

Check forest fire reports, payrolls and bills of protection field force including foresters, inspectors, towermen, patrolmen and other wardens. Forest fire reports and fire extinction bills are received in the Harrisburg office and first checked by the Chief or his Assistant. Each bill must be signed by the Chief or his Assistant in accordance with the request of the Auditor General. The report is checked to determine whether or not a claim for the cost of extinction shall be forwarded to the party indicated as responsible for the fire. If such a claim is to be sent the clerk uses a form letter inserting the necessary information, making four copies, the original to be sent to the party addressed, a copy to be forwarded to the district forester, a copy for the Department of Justice and one copy to be attached to the report for the Division file. All correspondence relating to the report is attached to it and kept in the Division file, arranged by counties and date of fire.

The fire extinction bill is audited by a clerk to determine the accuracy of the individual items and the total of the bill. Again, at the request of the Auditor General, the items are broken down into labor, transportation, food and miscellaneous, and the number of names on the bill. This information is entered upon the face of the report and it is filed. In the case of a claim being sent to a railroad company, a copy of the report and of the bill is forwarded with the claim. If there are any errors or question with regard to the bill the district forester is contacted in order to get the correct information. As the bills are audited and the checks to be issued total between 600 and 700, a requisition upon the State Treasurer is made with the bills arranged according to state forest districts. One copy of the requisition with bills is made for the Auditor General and one copy with bills made for the Division of Accounts in the Department of Forests and Waters. The activities of the Division of Accounts will be listed by that Division.

From time to time fire reports are studied and the data tabulated for special purposes. For permanent statistical records the data on the fire reports are recorded on punch cards from which tabulations are made by the International Business Machines Corporation.

#### PERSONNEL

6 PT



10. Study of forest fire equipment and equipment needs of the protection organization.  
Plan for distribution of available forest fire equipment. Field inspection of forest fire equipment.  
Check supply orders and bills for material used by forest fire organization.

PERSONNEL  
6 FT

11. Tabulate and interpret forest fire statistics.  
Preparation of maps, charts and graphs based on forest fire statistics.

PERSONNEL  
6 FT

12. Study of particular fires from reports and by field inspection. Collect evidence of responsibility for forest fires. Collect Commonwealth cost of extinction. When claims for cost of extinction are not cancelled or paid before ninety days copies of claims issued are forwarded to the Department of Justice. When claims forwarded to the Department of Justice are paid direct to this Department checks must be sent to the Department of Justice for their records and then returned to us. When claims are paid directly to the Department of Justice they forward payments to this Division. On receipt of payments to be transmitted to the Department of Revenue necessary receipt including explanation of the payment is made for the Department Division of Accounts. A record is made in the Division record book and on the forest fire report. At the end of a year a statement is made as to the amount of bills sent out, the amount paid and the amount withdrawn.

Conduct civil or criminal court action. Determine mistakes in handling particular forest fires.

PERSONNEL  
6 FT

13. Eliminate forest fire hazards.  
Issue abatement notices. After a forest fire hazard has been inspected by a district forester or his representative and in his opinion the hazard should be removed the forester submits to the Chief Forest Fire Warden three copies of an abatement notice. These are checked and signed by the Chief and two copies are returned to the district forester, one copy is retained in the Division file.



The district forester keeps one copy in his file and serves the other form upon the party responsible for the hazard. If the hazard is not removed within the time allowed prosecution before a Justice of the Peace follows.

PERSONNEL

3 PT

14. Develop cooperation for the protection of forests from fire.  
    (a) With landowners.  
    (b) With associations of various kinds.  
    (c) With Boy Scouts of America.  
    (d) With Civilian Defense Group of Forest Fire Fighters Service.  
Arrange for, attend and address cooperative meetings.

PERSONNEL

5 PT

15. Prepare reports and papers on all phases of forest protection, including periodic and current official reports, news items, radio talks, addresses and lectures.

Preparation of quarterly News Letter to all forest fire Wardens.

PERSONNEL

4 PT

16. Prepare budget for Division, make allocations to various forest districts and check expenditures.

PERSONNEL

4 PT

17. General supervision of White Pine Blister Rust control work in Pennsylvania in cooperation with Federal Blister Rust Agent.

PERSONNEL

5 PT

18. Inspection of insect damage, identification of insects and direction of remedial measures.



## PERSONNEL

3 PT

## REFERENCE

The various activities of the Division of Forest Protection were set forth in the Act of June 3, 1915, P.L. 797. This act has been amended and various other acts passed and approved clarifying the first protection code or enlarging the responsibilities. The administrative duties of the Division are mostly set forth in the Administrative Code of April 9, 1923, with amendments, sections 1802, 1817, 1818, 1819, 1820, 1821. Details of procedure have developed as a result of 30 years of experience.

## PURPOSE

The purpose of the work of the Division of Forest Protection, as stated in the law is "to assure reasonable protection to the woodlots, forest, and wild land within the Commonwealth" from fire, fungi and insects.





DEPARTMENT OF FORESTRY AND WILDLIFE

BUREAU OF FORESTS

MANAGEMENT

ACTIVITIES PERFORMED

The major activities of the Division of Management are:

1. Timber Sales
2. Building Leases
3. Rights-of-Way
4. Building Demolition Agreements
5. Building Inventories
6. Storage Agreements
7. Equipment Rental Leases
8. Sale of Minerals
9. Collection and Purchase of Seed for Forest Nurseries
10. Production of Nursery Stock
11. Distribution of Nursery Stock
12. Compilation of Reforestation Records
13. Nursery Inspection
14. Cooperation With The U. S. Forest Service
15. Public Assistance
16. Prepare Reports
17. Miscellaneous
18. Filing and Indexing of Maps
19. Development and supply of Maps
20. Prepare Charts
21. Design Special Equipment and Buildings
22. Maintenance of Supplies and Equipment
23. Posting of Land Acquisitions and Titles
24. Adverse Claims, Boundary Line Disputes
25. Vacant Land Acquisition
26. Sale and Exchange of State Forest Land
27. Land Acquisition By Gift
28. Miscellaneous Land And Title Activities
29. Highway-Forestry Road Program
30. Road Maintenance
31. Road Card System
32. Road Rights-of-Way

PURPOSE

Provide administration and supervision over (a) sales of timber, minerals and various forest products, building leases, rights-of-way, construction or demolition of buildings, construction and maintenance of roads, trails, and boundaries on State Forest land;



(b) raising of seedlings and transplants in State Forest nurseries and distribution of same for planting on both State-owned and private lands; (c) storage and rentals agreements and leasing of equipment. Provide drafting and reporting facilities for use of Executive Office and the Bureau of Forests and of Parks. Provide for title examinations, surveys and such other activities as apply to the purchase and exchange of forest land and establishing the boundaries thereof.

#### REFERENCE

Activities of Division of Forest Management are cited in Sections 1802 and 1803 of the Administrative Code, supplemented by various acts clarifying specific phases of the work. From time to time decisions of the State Forest Commission and instruction from the Secretary of Forests and Waters have designated the policy and procedure under which the Division operates in carrying out its various duties and functions.

#### PERSONNEL

8 FT



OF ROADS AND WATERS  
BUREAU OF WATERS

ACTIVITY PERFORMED NO. 1

Administrative

Division of Dams  
" " Encroachments  
" " Hydrography  
" Federal-State Flood Forecasting  
" Pymatuning Dam

PURPOSE

See Sheet No. 3 Attached  
" " No. 4 "  
" " No. 5 "  
" " No. 6 "  
" " No. 7 "

REFERENCE

As shown on Detailed Sheets  
Nos. to  
Attached

PERSONNEL

7 PT

ACTIVITY PERFORMED NO. 2

Representation on Interstate Commission of Delaware River.

PURPOSE

Promote interstate cooperation for the use, conservation, protection, and equitable diversion of water resources in the Delaware River Basin.

REFERENCE

S - Act approved  
May 21st, 1943. Section 10

ACTIVITY PERFORMED NO. 3

Member of State Soil Conservation Board.



PURPOSE

Relating to Soil Conservation & Soil erosion & regulating land use practices, etc.

REFERENCE

No. 193

S - Act approved July 2, 1937

P.L. 2724 No. 557, Section 4

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 4

Analysis of statements submitted by Public Water Supply Agencies. Field examination to obtain additional information and verify statements submitted by Public Water Supply Agencies. Preparation of written report passing on the validity of claims of Public Water Supply Agencies - containing a recommendation of confirmation by Water & Power Resources Board. Analysis of applications for permits for the acquisition of new water rights, a new source of water supply or an additional quantity of water from an existing source. Field examination to determine conflicts with other Public Water Supply Agencies or interference with riparian owners. Preparation of written reports to Water & Power Resources Board containing a recommendation for or against the granting of permits for new water acquisitions. Supervision of filing of Water Acquisition Records.

PURPOSE

Relating to the acquisition of rights to divert water from rivers, streams, natural lakes, and ponds or other surface waters within or partly within the Commonwealth - To effect an equitable distribution of the potable waters of the State - making available for water supply purposes, water rights heretofore or hereafter acquired - but not used; providing for hearing by the Water and Power Resources Board. Also providing an up-to-date inventory of all Public Water Supply Agencies and the regulation of the same.

REFERENCE

S. Act of April 8, 1937

P.L. 258, No. 64

Act of Juen 24, 1939

P.L. 842, No. 365

PERSONNEL

7 PT

ACTIVITY PERFORMED NO. 5

Analysis and investigation of applications for the incorporation of new water companies.





Field examinations to determine the need and purpose of new water companies. Preparation of a written report to Water and Power Resources Board approving or disapproving of formation of new water companies.

#### PURPOSE

To have knowledge of the formation of new water companies - and to prevent formation of companies which are not necessary, or which are formed for exploitation or control of water resources or water rights.

#### REFERENCE

S. Act of April 13, 1905.

#### PERSONNEL

7 PT

#### ACTIVITY PERFORMED NO. 6

Investigation of complaints relating to water supply. Special Reports and Studies Pertaining to Bureau Activities or interest.

#### PURPOSE

To comply with provisions of Water Acts - to keep abreast of water works, practice and laws - to gather and disseminate information pertaining to waters and control thereof.

#### ACTIVITY PERFORMED NO. 7

General drafting for all divisions of Bureau. Calculation of quantities for estimating cost of jobs. Correlating data for specifications. Writing specifications for jobs under Bureau Direction. Making progress and final estimates for payment. Keep up-to-date public records on maps, books, and cards, of dams, encroachments, water companies, water acquisitions.

#### PURPOSE

To execute miscellaneous duties connected with all divisions of Bureau of Waters necessary to complete compliance with State Laws or Bureau Policy or Practice.

#### REFERENCE

S. Above Acts and O. Policy and Practice

#### PERSONNEL

7 PT

#### ACTIVITY PERFORMED NO. 8

Receive, examine and file applications and correspondence of Bureau of Waters and Water and Power Resources Board.



PURPOSE

To refer for investigation and report.

ACTIVITY PERFORMED NO. 9

Record and prepare folders and cross reference index cards for applications, complaints and correspondence.

PURPOSE

To provide permanent record and reference.

ACTIVITY PERFORMED NO. 10

Prepare schedules, fix hearings, attend meetings, record actions and prepare minutes of board meetings, prepare permits and orders authorized by the Board, report and transcribe testimony presented at hearings, answer inquiries and attend conferences, re-activities of the Board.

PURPOSE

To afford orderly consideration of matters by Board, maintain record of actions and transmit determinations.

ACTIVITY PERFORMED NO. 11

Advertise, receive and tabulate bids for construction work.

PURPOSE

To furnish competitive bids for award of contracts.

ACTIVITY PERFORMED NO. 12

Audit and approve invoices, prepare and audit expense accounts.

PURPOSE

To recommend payment.

ACTIVITY PERFORMED NO. 13

File applications, petitions, protests, complaints, and correspondence pertaining to the Bureau of Waters and the Water & Power Resources Board.

PURPOSE

To maintain record and furnish reference.

REFERENCE

Administrative Code - 1929. Sections 1804-1808.

PERSONNEL

7 PT



DEPARTMENT OF FORESTS AND WATERS

BUREAU OF WATERS

DAMS

ACTIVITY PERFORMED NO. 1

Relative to applications to the Water and Power Resources Board for permits to construct dams.

PURPOSE

The purpose of requiring permits is to regulate the design and construction of new dams so as to prevent failures of the structures and consequent damage to property or loss of life. Each application is checked as to proper execution and is then assigned a file number, bound in a folder, the location of the site marked on a reference map of each county and the overall reference records completed. The Fish Commission and the Department of Health are notified upon the receipt of the applications and their comments invited. The plans covering the design of the structure are studied and analyzed by an engineer, and revisions if necessary, required. An inspection of the site for the dam is made for the purpose of noting the suitability of the design and nature of foundation. A written engineering report upon the application is then prepared for the Water and Power Resources Board, embodying the proper recommendations and conditions for approval.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1008 of "The Administrative Code of 1929."

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 2

Examination of work in progress on new dams.

PURPOSE

The purpose is to insure that the dams are built in accordance with approved plans, that the foundation is properly prepared and that satisfactory materials of construction are used. A written report is filed on each examination.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1008 of "The Administrative Code of 1929."

PERSONNEL

3 PT





ACTIVITY PERFORMED NO. 1

Examination of existing dams, the failure of which would cause property damage or loss of life.

PURPOSE

The purpose of these examinations is to determine whether the dams are kept in repair as dams deteriorate rapidly if not properly maintained. A written report on the condition of the dam is prepared and filed and if repairs are needed the owner of the dam is so notified.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1808 of "The Administrative Code of 1929."

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 4

Relative to applications to the Water and Power Resources Board for permits to construct major power dams.

PURPOSE

Studies are made of the amount of power developed by the proposed construction so that the proper power charges may be made. Each year a check is made of the power developed as based upon the previous stream flow.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1808 of "The Administrative Code of 1929."

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 5

Relative to applications for permits to draw down water in ponds back of dams.

PURPOSE

Applications for Draw-down permits are made to the Fish Commission who submit one copy of the application for approval by the Water and Power Resources Board. A letter of approval is written and if the application indicates that extensive work is to be done on the dam the owner is required to submit details of the proposed work, and secure a permit if reconstruction is involved.





PERSONNEL

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1808 of "The Administrative Code of 1929."

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 6

Consultation with persons contemplating the construction of dams, relative to the design of the structure.

PURPOSE

The purpose is to facilitate the procedure for obtaining designs which can be approved.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1808 of "The Administrative Code of 1929."

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 7

Disposal of complaints and protests relative to dams.

PURPOSE

The purpose is to eliminate hazards in connection with existing dams as provided under the Act regulating dams. Information is first obtained by correspondence if possible and a field examination is then made if necessary. If the complaint is a legitimate one the owner is directed to make the necessary corrections.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1808 of "The Administrative Code of 1929."

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 8

Collecting and filing data on severe rainstorms and excessive floods.

PURPOSE

The purpose is to make available data on the frequency and volume of floods as a criterion for determining the necessary capacities of spillways of dams.



MIN. DIVISION  
(0)

PERSONNEL  
3 PT

ACTIVITY PERFORMED NO. 9

Studying the written reports on examinations of existing dams and preparation of a list of dams requiring examination during the following season.

PURPOSE

The purpose of this work is to assure control over the safety of dams throughout the state.

REFERENCE

State Law, Act of June 25, 1913, P. L. 555 and the Act of June 14, 1923, P. L. 704 and Section 1803 of "The Administrative Code 1929."

PERSONNEL  
3 PT

ACTIVITY PERFORMED NO. 10

Preparation of Design and specifications for the repair or reconstruction of the dam and other structures of the Delaware Division Canal.

PURPOSE

The purpose is to maintain the canal.

REFERENCE  
R

PERSONNEL  
2 PT

ACTIVITY PERFORMED NO. 11

Preparation of design and specifications for bulkheads and jetties along Presque Isle Peninsula.

PURPOSE

The purpose is to protect the shore from erosion and the highway from being washed out.

REFERENCE  
R

PERSONNEL  
2 PT



ACTIVITY PERFORMED NO. 12

Provision of funds for construction and repair of dykes along Darby Creek and the Delaware River.

PURPOSE

The purpose of the work along Darby Creek is to reclaim a lowland area on which are a U. S. Government Rifle Range, railroads, highways and residences. The dyke along the Delaware River at Morrisville is for flood protection. Supervision of maintenance on these dykes is also required.

REFERENCE

Special Appropriations by Legislature.

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 13

Miscellaneous investigations and reports relating to dams, water supply and mine stripping operations for other State Departments.

PURPOSE

The purpose is to supply technical information to other Departments when needed.

REFERENCE

(0)

PERSONNEL

2 PT

NOTE: The work of the Division of Dam is mostly of a technical nature. The division now consists of the Chief of Division, 1 assistant Engineer and 1 Secretary. In order to execute the work which should be done 3 more assistant engineers will be required.



DEPARTMENT OF FORESTS AND WATERS

BUREAU OF WATERS

ENCROACHMENTS

ACTIVITIES PERFORMED

1. Correspondence relative to applications received for permits from Water and Power Resources Board for Stream channel encroachments (bridges, walls fills, wharfs, pipe lines, wire crossings and other water obstructions other than dams). An average of 450 applications and 250 complaints and inquiries are received annually. Relative to complaints. Relative to requests for stream hydraulic information. Relative to Flood Control Projects.
2. Recording applications and stream channel encroachments.
3. Filing applications for stream channel encroachments.
4. Maintain 5" x 3" Card File of all hydraulic data pertaining to each encroachment application.
5. Spotting encroachment applications on County Maps.
6. Hydraulic engineering-study of proposed and existing stream channel encroachments and channel changed.
7. Engineering field investigations in connection with encroachment applications, Flood Control Projects and complaints.
8. Preparation of written reports with recommendations for submission to Water and Power Resources Board upon Encroachment Applications.  
Flood Control Projects  
Complaints

PURPOSE

Protection against loss of life and property damage from flood waters by preventing and eliminating channel encroachments and channel changes which would create flood hazards, aggravate existing flood conditions or create unnecessary objectionable water obstructions in stream channels.

REFERENCE

- S - #355 of 1913 as amended by 137 of 1937.
- S - 171 of 1931.

PERSONNEL

8 F





ACCOUNTING AND BUDGET

GAME-KILL TABULATION

ACTIVITY PERFORMED No. 1

Record of Hunting Licenses sold - County Treasurers and Issuing Agents Reports - Preliminary and Final Audit.

PURPOSE

To provide quickly available information relative to the identity of all holders of Hunters' Licenses, as issued in the several counties, for the Commission's official use and to answer promptly requests from landowners who have been aggrieved. (This also gives the "Purpose Served" of the activities under "b" and "c").

Provides authentic record of licenses sold, broken down by county, which is essential in the administrative work of the Commission.

REFERENCE

S - The Game Law, Article V, Section 601 (d)  
and Article XIV, Section 1401 (b)

ACTIVITY PERFORMED No. 2

Tabulating Game-Kill Reports, Crediting Licensee with Filing Game-Kill Report and other work related thereto.

PURPOSE

Provides authentic information on the annual game take, which is essential to the Commission in fixing open seasons and bag limits and for use in long-term planning; and to materially reduce irregularities in the issuance of hunting licenses.

Provides record of delinquent hunters, which is necessary to carry on the Commission's educational program.

To further the Commission's educational program, namely, giving hunters an opportunity to file their reports within a specified time, thereby not being subject to the \$2.00 penalty.

Providing a convenient, inexpensive and practical method for hunters to settle direct with the Harrisburg Office.



21. Prepare monthly progress estimates in connection with Flood Control Work.
22. Flood Control. (In cooperation with Federal Government) make engineering studies and pass upon U.S. Army Engineers plans.
23. Make field surveys of individual land parcels necessary to be acquired for Flood Control Projects.
24. Prepare land parcel property line descriptions for deeds.
25. Make field surveys in connection with required changes for flood control works in utilities, streets, sewers and other direct damages.
26. Prepare plans, specifications, and contracts for required changes in utilities, streets, sewers and other direct damages for flood control works.
27. Supervise contract work of changes required in utilities, streets, sewers and other direct damages for flood control works.

PURPOSE

Flood protection and prevention of loss of life.

REFERENCE

S-18 of 1937.

PERSONNEL

12 F

NOTE. Jobs or activities Nos. 10 to 27 inclusive, under normal conditions, would require F-12 persons.

Because of one hundred per cent shut down of Federal Flood Control Work during the present war emergency the flood control work carried on by the State alone has required F-5 persons.



BOARD OF LAKES

HYDROGRAPHY

ACTIVITIES PERFORMED

1. Make field reconnaissance to locate suitable sites for gauging stations.

PERSONNEL  
2 PT

2. Obtain rights-of-way for the construction and maintenance of structures for recording gauges.

PERSONNEL  
2 PT

3. Prepare plans and specifications for gauge structures and appurtenances.

PERSONNEL  
2 PT

4. Construct gauge structures of wood, concrete blocks, or brick.

PERSONNEL  
5 PT

5. Install recording and nonrecording gauges and thereby establish gauging stations.

PERSONNEL  
2 PT

6. Construct weirs, cableways, and other appurtenances at gauging stations to facilitate the obtaining of better and more reliable information on stream flow.

PERSONNEL  
5 PT

7. Run engineering levels from bench marks of known elevation to obtain elevation of the gauges above sea level.



PERSONNEL  
2 PT

8. Perform maintenance work on gauge installations and appurtenances in order to keep them in servicable condition.

PERSONNEL  
2 PT

PURPOSE

To establish and maintain gauging stations on rivers and their tributaries.

REFERENCE

S P.L. 92  
Section 1804 (d)

9. Secure daily gauge heights at gauging stations.

PERSONNEL  
133 PT\*

10. Make measurements of discharge at gauging stations.

PERSONNEL  
12 PT

11. Compute and check measurements of discharge at gauging stations.

PERSONNEL  
12 PT

12. Investigate floods and secure data thereon with regard to discharge, elevations, damage, and other pertinent factors.

PERSONNEL  
12 PT

13. Make special investigations of the flow of small streams during periods of drought conditions and extremely low flow in order to obtain data on the minimum amount of water available without storage at miscellaneous locations.

PERSONNEL  
8 PT





14. Investigate the flow and temperature of springs.

PERSONNEL

3 PT

15. Obtain temperatures of water at gauging stations and other locations.

PERSONNEL

145 PT\*

16. Develop ratings from measurements of discharge for use in determining the quantity of water flowing at each gauging station.

PERSONNEL

12 PT

17. Compute daily and monthly discharge data for gauging stations.

PERSONNEL

16 PT

18. Check computed discharge data by making hydrographic comparisons of all records for gauging stations in the same general area.

PERSONNEL

10 PT

19. Furnish discharge and other data to individuals and to State, municipal, and other agencies for use in developing water supplies, floodcontrol projects, etc.

PERSONNEL

4 PT

PURPOSE

To collect such information relative to the existing conditions of the water resources of the State as, in the opinion of the Department, shall be necessary for the utilization of waters and for the conservation, purification, development, and equitable distribution of water and water power resources, and in particular for use of such citizens and communities as may be in need of extended facilities for these purposes.

REFERENCE

S P.L. 92

Section 1804 (c)



PERSONNEL  
20 PT

21. Prepare manuscripts for the publication of all water-resources data in printed form.

PERSONNEL  
20 PT

22. Maintain office files of original and computed water-resources data for permanent and ready reference.

PERSONNEL  
20 PT

PURPOSE

To maintain a complete inventory of all the water resources of the Commonwealth, collect all pertinent data, facts, and information in connection therewith, classify, tabulate, record and preserve the same for public use.

REFERENCE

S P.L. 92  
Section 1804 (f)

23. Attend conferences and special meetings pertaining to problems involving the control and use of the water resources of the Commonwealth.

PURPOSE

To carry out the policies and practices of the department in gathering and disseminating data on water resources.

REFERENCE  
(0)

PERSONNEL  
2 PT



BUREAU OF WATERS

FLOOD CONTROL

FORECASTING

ACTIVITY PERFORMED NO. 1

During flood periods, analyze weather predictions, rainfall maps, stream flow hydrographs, and calculate by means of unit graph and gage relation methods the flood hydrographs for all river stations, and prepare flood forecasts for twelve river stations from two to four times daily.

PURPOSE

Purpose served is to provide river and flood forecaster with suitable information relative to river and weather conditions on which to base routine river or flood predictions.

ACTIVITY PERFORMED NO. 2

During flood periods disseminate forecasts to localities affected.

PURPOSE

Purpose served is to keep the Governor's Disaster Emergency Committee on Flood Relief, general public, private individuals, public utilities, and newspapers informed as to expected river conditions in order that they may provide for the evacuation of persons and property from areas of expected inundation.

ACTIVITY PERFORMED NO. 3

Prepare forms relative to river and flood work.

PURPOSE

The duties performed are necessary to the proper maintenance of office and field station records; checks on field observers; data received; and publication of data in Federal and State reports.

ACTIVITY PERFORMED NO. 4

Computing and checking hourly precipitation amounts from chart records obtained by recording rain and snow gages.



## PURPOSE

The duties performed are necessary to the investigation of records received, and revision of methods of forecasting, to account for physical changes in stream channels or watershed factors.

## ACTIVITY PERFORMED NO. 5

Inspect twenty stream flow and ninety-six precipitation stations, and make repairs as needed.

## PURPOSE

The duties performed are necessary to the proper maintenance and reconditioning of field equipment, and suitable instructions to the observers.

## ACTIVITY PERFORMED NO. 6

Make snow surveys.

## PURPOSE

The duties performed are necessary for the determination of the amount of water content contained in the snow mantle over the watershed which may effect Spring flows.

## ACTIVITY PERFORMED NO. 7

Order, receive, and disburse supplies.

## PURPOSE

The duties performed are necessary to keep a sufficient supply of needed items on hand in order that full time operation of the service may be assured.

## ACTIVITY PERFORMED NO. 8

Maintain radio communications system.

## PURPOSE

The duties performed are necessary to the proper maintenance of the short wave radio communications system in a full time operating condition in order that it may always be in readiness for routine or flood service.





## REFERENCE

The work of the Federal State Flood Forecasting Service is performed as a result of the policies and practices set up by the agreement between the Department of Forests and Waters, Water and Power Resources Board; The United States Weather Bureau; and The United States Geological Survey, dated April 5, 1937, and the supplement to the agreement between the above mentioned agencies dated March 3, 1939.

## PERSONNEL

105 F

### PITTSBURGH FIELD OFFICE

The Pittsburgh Field Office of the Federal-State Flood Forecasting Office is operated at the Weather Bureau Office, Pittsburgh, Penna., and is similar in scope and intent to that operated at Harrisburg, Penna. A Radio Communication System is not operated in the Pittsburgh District, and this phase of the work is not carried on by this office. The personnel attached to the Pittsburgh Office in the performance of these duties consist of five regular employees, and one-hundred part-time employees.

### NOTE:-

\* Ninety-eight part-time field employees observe river and weather data, and report on a once daily, or once weekly basis to Harrisburg, during flood periods reports are made at more frequent intervals. All equipment maintained and serviced by regular employees.



DEPARTMENT OF FORESTS AND WATERS

BUREAU OF WATERS

PYMATUNING

ACTIVITIES PERFORMED

1. Administrative - In charge of operation and maintenance.

PERSONNEL

1 F

2. Gage reading, weather and precipitation, records.

PERSONNEL

1 F

3. Stenography - reports.

PERSONNEL

1 F

4. Repairs and maintenance - consisting of carpenter, masonry, plumbing, painting, truck and equipment repairs, cutting grass, repairing drains, gutters, road repairs, and general mechanical work.

PERSONNEL

6 PT

5. Guarding dam against sabotage.

6. Miscellaneous duties - cleaning, janitor, auto washing.

PERSONNEL

7 F

PURPOSE

Maintenance and operation of Pymatuning Reservoir Project to conserve waters of the Upper Shenango Basin for release into the lower basin in times of drought, and to retard or retain waters to alleviate floods in lower basin in times of high run-off.

REFERENCE

State Act approved May 2, 1929. Section -10-



WATER AND FLOOD CONTROL

LEGAL

ACTIVITY PERFORMED NO. 1

Attending meetings of the Water and Power Resources Board, examining witnesses at hearings before the Board and advising Board in the first instance on legal questions.

PURPOSE

Administering the Water laws of the Commonwealth.

REFERENCE

O - Policy and practice.

ACTIVITY PERFORMED NO. 2

Preparing contracts options, agreements, deeds, indentures for easements and rights-of-way, petitions in Court proceedings in condemnation of lands and for specific performances of contracts.

PURPOSE

Acquisition of property and property rights for Flood Control purposes.

REFERENCE

F - Flood Control Act of 1936, P.L. 106, Sections 7, 13, 17, as amended.

ACTIVITY PERFORMED NO. 3

Settling and closing all transactions for the purchase, sale and exchange of lands and rights-of-way by the Commonwealth through the Water and Power Resources Board; recording deeds and making bring-down searches of titles.

PURPOSE

Seeing to it that checks of the Commonwealth in payment for lands and rights in lands are properly distributed; that all existing liens and encumbrances on said lands are cleared; that deeds and indentures conveying lands and rights in lands to the Commonwealth are properly executed and recorded.

REFERENCE

F - Flood Control Act of 1936, P.L. 106, Sections 7 and 17, as amended.





#### ACTIVITY PERFORMED NO. 4

Appearing as Counsel for the Water and Power Resources Board before Boards of Views and the Courts of Common Pleas in eminent domain proceedings and in actions for specific performances of contracts and before the State Mining Commission in proceedings to determine the required coal support for lands of the Commonwealth.

#### PURPOSE

Protecting the Commonwealth in its right to have just and proper awards made by the Boards of Views and upon trial of any appeals from the awards of the Boards of Views of damages for property taken for Flood Control purposes by right of eminent domain; to enforce properly executed options and to present facts and law on behalf of the Commonwealth in all Court proceedings.

#### REFERENCE

F-Flood Control Act of 1935, P.L. 106, Sections 11 and 17, as amended.

#### ACTIVITY PERFORMED NO. 5

Conferring and corresponding with Attorneys, owners of lands, owners of mortgages and judgments against lands, taxing officials, municipal and county officials, State engineers of the Bureau of Waters and U. S. Engineers relative to matters stated under Numbers 2, 3 and 4.

#### PURPOSE

Fixing time for settlements; ascertaining the amounts required to satisfy mortgages, liens and taxes; pointing out all matters affecting titles to lands and demanding proper releases of encumbrances and clouds on titles; arriving at understanding as to terms of contracts, agreements and options; agreeing on time for hearings before Boards of View; preparing with Commonwealth witnesses for presentation of facts before Boards of View and the Courts of Common Pleas; acquiring knowledge of facts pertaining to new Flood Control districts sought to be created.

#### REFERENCE

F-Flood Control Act of 1936, P.L. 106, Sections 7, 10, 13, as amended.

#### ACTIVITY PERFORMED NO. 6

Approving and forwarding to Harrisburg all bills for recording costs, Court costs, appraisers pay, advertising and special counsel fees.

#### PURPOSE

Evidencing proper charges against the Commonwealth in connection with the acquisition of lands and necessary Court Actions.

#### REFERENCE

Above stated Flood Control Act.





ACTIVITY PERFORMED NO. 7

Maintaining an up to date file of all legal, land and engineering matters.

PURPOSE

Providing an orderly arrangement of all matters requiring attention and those already attended to.

REFERENCE

Above stated Flood Control Act.



ACTIVITY PERFORMED NO. 1

Pass upon applications for:

- a. Incorporation of water and power companies
- b. Construction or repair of dams
- c. Construction or repair of water obstructions ie., bridges, walls, fills, channel changes, etc.
- d. Construction of limited water supply and limited water power projects, including authorization for condemnation and appropriation of lands and water.
- e. Construction, operation, and maintenance of tunnels under navigable rivers.

PURPOSE

To provide equitable distribution of water to protect life, property and public interest.

REFERENCE

Administrative Code 1929 - Section 1806

S - Nos. 293 and 294

June 14, 1923

S - No. 305, July 8, 1919

- e. Allocation of water for new or additional supplies and confirmation of existing supplies of water for public water supplies.

PURPOSE

To protect public water supplies.

REFERENCE

S - 365 - June 24, 1939.

ACTIVITY PERFORMED NO. 2

Define channels and fix regimen of streams, ascertain damages for land taken, injured or destroyed.

PURPOSE

To regulate flow, protect property, fish life and lives of riparian owners and others.

REFERENCE

S - No. 171 - June 12, 1931.



ACTIVITY PERFORMED NO. 3

Operate and maintain the Synchronizing Reservoir.

PURPOSE

To regulate flow in Denver and Shumango Rivers.

REFERENCE

S - Administrative Code - 1929 - Section 1808  
S - No. 456 - May 2 - 1929.

ACTIVITY PERFORMED NO. 4

Create flood control districts for construction or cooperation in amelioration of damages from floods.

PURPOSE

Contract for construction, purchase of lands, relocation of utilities, adjust damages.

REFERENCE

S - No. 18 - March 10, 1937  
F - Federal Flood Control Acts.

ACTIVITY PERFORMED NO. 5

Hold hearings upon and decide:

- a. Applications and petitions, items 1a to 1g, 2, and 4; Complaints and protests against dams and other water obstructions; Other matters pertaining to waters referred to Board by Secy. of F. & W.

PURPOSE

To afford equitable determinations for public safety and protection of property.

REFERENCE

S - Administrative Code 1929 - Section 1808

ACTIVITY PERFORMED NO. 6

Determine policies and practices relating to matters under jurisdiction of Board.

PURPOSE

To equitably administer provisions of legislative authority.

REFERENCE

S - Administrative Code - 1929 - Section 1808.

PERSONNEL

5 P



Board composed of:

Secretary of Forests and Waters, Chairman, Secretary of Health, Commissioner of Fisheries, a member of the Public Utility Commission designated by Gov., and an Engineer Member appointed by Governor.

Secretary and Chief Engineer elected by Board, without power to vote.

Investigations and engineering studies performed by Bureau of Waters, Department of Forests and Waters.





DEPARTMENT OF FORESTS AND WILDLIFE

STATE FOREST DISTRICTS

ACTIVITIES PERFORMED

The major activities of State Forest District are:

1. Administration
2. Management
3. Protection
4. Parks
5. Waters (State Forest and Private Land)
6. Law Enforcement
7. Clerical and Office
8. Public Assistance

PURPOSE

To provide (a) for efficient management, control, protection, maintenance, utilization, development and administration of State Forest lands; (b) for the protection of all Forest land within the State from forest fires, fungi, insects and other enemies; (c) for the promotion of forestry throughout the State; (d) assist private woodland owners in all matters pertaining to forest conservation.

REFERENCE

The activities occurring in connection with the operation of a state Forest District are authorized in general terms by Sections 1802, 1803, 1806, 1817, 1819, 1820 and 1821 of the Administrative Code, as supplemented by parts of other laws dealing with specific phases of the work. From time to time instructions are issued by the Harrisburg Office relating to changes in the various policies and practices which are in effect concerning all State Forest functions.

PERSONNEL

163 FT



DEPARTMENT OF FORESTS AND MINES

BUREAU OF PARKS

ACTIVITY PERFORMED NO. 1

Receive applications for permanent camp sites; refer same to District Forester for recommendation, if form has come direct from applicant; prepare tentative folder and temporary file card in pencil; direct survey of approval site; requisition for blueprints; preparation of lease and submission to lessee for signature; receipt for survey fee sent to lessee; check lease for signatures and changes; approval of lease and signature by Deputy Secretary; distribution of copies as follows: Original in folder, signed copy and receipt for annual rental to lessee; copy to District Forester; preparation of tickler card and permanent file card; entry in Record Book, assigning consecutive number which is also placed on card and folder; transmission of folder to Division of Accounts for preparation of Account card; filing of folder large card under appropriate district, small card under date of lease.

PERSONNEL

4 PT

ACTIVITY PERFORMED NO. 2

Upon request for transfers of permanent camp site, prepare forms for submission to lessee and prospective lessee for signature, and upon return and approval, follow same procedure as outlined in case of new lease.

PURPOSE

To promote healthful outdoor recreation and education by making available for the use of the public:

- (a) State Parks
- (b) State Forest Parks
- (c) Recreational areas and picnic grounds on State Forest Land
- (d) State Forest Monuments and other areas of unusual scenic beauty
- (e) Permanent Camp Sites
- (f) And such other facilities as may be provided from time to time.

REFERENCE

All activities of the Bureau pertain to the duties of the Department as prescribed in Section 1806 (a to b inclusive) while the procedure followed has been derived as a matter of policy and practice.

PERSONNEL

3 PT





ACTIVITY PERFORMED NO. 3

Maintain files for folders containing leases and pertinent correspondence, segregate as tentative, active and cancelled.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 4

Keep record cards of past, present and prospective lessees, making such changes as necessary from time to time.

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 5

Maintain tickler file indicating leases which will expire in following three months.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 6

Send form letters and application blanks to lessees whose leases are within three months of expiration date, also enclosing mimeographed information on policy.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 7

Upon receipt of application for renewal of permanent camp site lease, forward same to District Forester for his recommendation; if approved, prepare leases in triplicate, sending two copies to lessee for signature; transmit follow-up letters, if signed lease not received; upon return of the signed leases, follow procedure outlined regarding new leases, giving new number, preparing new cards, making old cards as renewed and filing same.

PERSONNEL

4 PT

ACTIVITY PERFORMED NO. 8

Form letters sent out monthly on delinquent accounts, follow up with personal letters, if no results from this source, accounts are turned over to the Department of Justice for collection, if unsuccessful, cancellation follows, marking cards, folder and record book.



PERSONNEL  
4 PT

ACTIVITY PERFORMED NO. 9

Prepare leases for concessions, buildings and ground rental in the various state Parks. Also preparing leases for transmission lines, dwelling and locks, water supply, water power and etc., in the Delaware Canal Division. Approval of leases for the various concessions and buildings under the supervision of the Commissioners. Procedure for signatures, cards and record book the same as for a permanent camp site.

PERSONNEL  
2 PT

ACTIVITY PERFORMED NO. 10

Inspection of State Parks, State Forest Parks and various picnic grounds and recreational areas on State Forest Land.

PERSONNEL  
2 PT

ACTIVITY PERFORMED NO. 11

Survey State Forest Parks.

PERSONNEL  
1 PT

ACTIVITY PERFORMED NO. 12

Prepare plans for latrines, cabins, fire places, sanitary systems, drilling of wells, and other facilities.

PERSONNEL  
2 PT

ACTIVITY PERFORMED NO. 13

Supervise landscaping, planting of shrubbery and trees at State Forest Parks and other areas on State Forest land used for recreational purposes.

PERSONNEL  
2 PT

ACTIVITY PERFORMED NO. 14

Approve and supervise the remodeling, repairing, painting and improvement of buildings under jurisdiction of Bureau of Parks.

PERSONNEL  
1 PT





ACTIVITY PERFORMED NO. 15

Recommend internal budgets and appropriations for use in connection with recreation on State Forest Land and State Parks under advisory commissions.

PERSONNEL  
1 PT

7867









